



**Position Announcement: Part Time Bartender**

**Jackson Convention Complex**

**Jackson, MS**

**POSITION:** Part-Time Bartender  
**DEPARTMENT:** Food & Beverage  
**REPORTS TO:** Director of Food & Beverage  
**FLSA STATUS:** Part-Time, Non-exempt - Hourly

**Occupational Summary:**

To provide beverage service to all Jackson Convention Complex patrons

**Duties and Responsibilities:**

- Take beverage orders from guests and servers
- Prepare and serve alcoholic and non-alcoholic drinks consistent with “The Center” standard drink recipes
- Learn the names and personally recognize our regulars
- Record drink orders accurately and immediately after receipt into the register system
- Accept quest payment, process credit card charges and make change (if applicable)
- Wash and sterilize glassware
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons
- Maintains bottles and glasses in an attractive manner to support efficient drink preparation and promotion of beverages
- Present drink menus, make recommendations and answer questions regarding beverages
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas
- Receive and serve food orders to quests seated near the bar
- Report all equipment problems and bar maintenance issues to restaurant manager
- Assist the restocking and replenishment of bar inventory and supplies

**EDUCATION/TRAINING**

High School or GED equivalent preferred

**SKILLS/EXPERIENCE**

- Be 21 years of age
- Have working knowledge of beer, wine and liquor and common drink recipes
- Possess basic math skills and have the ability to handle money and operate a cash register
- Be able to stand for long periods of time (minimum of 5 hours)
- Be able to reach, bend, stoop and frequently lift up to 25 pounds

**SMG is an Equal Opportunity/Affirmative Action employer and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRAA Federal Contractor**

