



Private Management for Public Facilities

POSITION DESCRIPTION

JOB TITLE: Bartender	COMPANY: SMG
DEPARTMENT: Food & Beverage	FACILITY: SMG Evansville
REPORTS TO: Food & Beverage Manager	FLSA: Hourly – Non-Exempt

POSITION SUMMARY:

Prepare, stock and control alcoholic and non-alcoholic drinks for patrons at bar(s) and/or beer trailer(s) for catered and non-catered events where drinks are served. Collect, monitor and reconcile cash sales.

POSITION RESPONSIBILITIES:

- Report to work at your assigned time in proper uniform
- Read BEO and know how to complete a bar set-up.
- Set bar(s) in assigned area correctly and uniformly.
- Keep station neat and clean while servicing guest per established policies and procedures.
- Properly account for all bar stock on bar sheets, opening and closing inventory; to include recording waste/spoilage. Monitor, control and restock bar stock in liquor control rooms. Keep liquor control rooms clean.
- Serve alcoholic and non-alcoholic beverages in the prescribed measures.
- Perform cash handling procedures
- Stay within 10% over/short
- Greet and serve guests following guidelines set by the policies/procedures regarding the beverage service.
- Properly identify patrons’ legal drinking age, in accordance with Indiana Excise procedures.
- Complete assigned sidework.
- *Other duties as assigned.*

WORK CONTACTS:

Contact with the Food & Beverage /Catering Manager, Catering Supervisors and other venue employees.





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REQUIRED KNOWLEDGE:

- ✓ Knowledge of principles, values and processes for providing exceptional guest service
- ✓ Knowledge in alcohol service and mixing drinks
- ✓ Meet quality standards for services and customer satisfaction
- ✓ Ability to understand and speak English.
- ✓ Strong organizational and customer service skills
- ✓ Able to work and focus in a fast paced environment
- ✓ Must be able to adapt to constant changes
- ✓ Able to work well with others
- ✓ Able to successfully work independently and as part of a team
- ✓ Able to work well under pressure

WORKING ATTIRE:

Professional server attire (white tuxedo shirt, black tuxedo pants, black socks or stockings, black non-slip shoes) on event days.

Casual on non-event days (no sweat or work-out gear)

Unless directed by Food and beverage manager of other uniform requirements

MINIMUM REQUIREMENTS:

- Be at least 21 years old
- Ability to work unsupervised, must be focused and detailed.
- Meet all personal hygiene and health department standards
- Past a background and credit check for cash handling
- Posses a valid Indiana Server Liquor License
- Attended and pass all required Indiana Excise training courses
- Ability to lift and carry up to 30 pounds, unassisted.
- Ability to stand on feet for long periods of time.
- Ability to use abdominal and lower back muscles continuously
- Ability to perform physical activities that require considerable use of arms and legs
 - Climbing
 - Lifting
 - Balancing
 - Walking
 - Stooping
 - Pushing



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To Apply:

Please send a copy of your most recent resume to:

Shelbi Brown
Old National Events Plaza
715 Locust Street
Evansville, IN. 47708
Email: sbrown@smgevanville.com
Fax: 812-435-5858

Applicants that need reasonable accommodations to complete the application process may contact- 812-435-5770

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.