



## Job Description

### Bartender

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**Reports To:** Manager, Front of House

**Mission:** *To create an environment that inspires a passion for student success.*

**Desired Results of the Position:**

- A professional and reliable hospitality experience that serves the Algonquin Students' Association community
- An engaged staff member that inspires all staff to deliver excellent work
- Active two-way communication between management and staff that ensure effective operations

**Nature and Scope:**

The Bartender, under the direction of the Manager, Front of House, will provide excellent food and beverage service. A bartender will always ensure that they follow proper service regulations and ensure a safe and welcoming operation. They will serve and prepare food and beverages that enable the Observatory, Wolves Den, and Students' Association Catering to succeed. A Bartender will build effective relationships with peers and managers, meet the commitment to quality, and build customer loyalty through exceptional service. They will act as members of the part-time staff team in the Front of House follow detailed instructions and ensure that all recipes, preparations, and products meet the Hospitality Department's specifications and commitment to quality.

**Job Duties:**

- Work with the Manager, Front of House, and set a positive example for fellow staff.
- Reinforce a positive work environment that produces high satisfaction among all customers, staff, fellow employees, and clients.
- Responsible for abiding by all AGCO rules and procedures for the safe and responsible sale of alcohol.
- Take orders and provide exceptional food and beverage service for all customers.
- Complete daily assigned side duties. Including; Inventory checks, food and beverage preparation, temperature logs, cleaning, following opening and closing checklists, maintenance schedules.

- Follow the proper recipe and presentation standards for all menu items.
- Help to execute catering and special orders and work outside regular hours.
- Maintain, clean, and properly store all equipment and supplies.
- Follow operational policies and procedures, help ensure the safety of all employees during each shift.
- Maintain regular and consistent attendance and punctuality.
- Know all menu items, follow proper assembly instructions for all menu items and specials.
- Record waste, breakage, and damage in provided logs and report them to the manager on duty.
- Familiar with all the first aid stations, supplies, and equipment. Report any injuries or accidents to the manager on duty immediately.
- Wear clean and proper staff attire required at all times when working.
- All other duties as assigned

**Core Competencies:**

- Customer Focus
- Communication
- Energy & Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment

**Desired Skills and Qualifications:**

- Bartending experience is an asset
- Ability to perform sustained physical activity for extended periods
- Willing to work non-traditional shifts
- Good knife skills
- Strong interpersonal skills
- Ability to perform under pressure, in a time-sensitive environment
- Maintain an effective working relationship with managers and other employees
- Ability to follow recipes and preparation instructions
- Smart Serve (required)
- OWHSA (required)
- WHMIS (required)
- CPR (preferred)
- Food handlers Certificate (preferred)
- First Aid certificate (preferred)

**Work Conditions**

- Work in a restaurant setting, with exposure to extreme temperatures

- Manual dexterity is required to use a desktop computer, tablet, knives, and other equipment
- Ability to lift 40lbs required
- High-stress, fast-paced environment

**Compensation:**

- Salary: \$16.55 per hour,
- Required to work 3 shifts per week, approximately 12-18 hours per week
- Work week will be flexible, with some weeks being more hours and some less hours
- Eligible for Bartender tip out
- 4% vacation pay per pay period
- Contract Term: September 2024 through April 2025

Algonquin Students' Association values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Workplace accommodations are available.

While we thank all those who apply, only those to be interviewed will be contacted. If interested, please forward cover letter and resume to: [wolvesden@algonquincollege.com](mailto:wolvesden@algonquincollege.com)