



Job Description, Duties, Requirements and Expectations

Job Information

Position:	Lead Bartender	Department:	Food & Beverage
Supervising Manager:	Director of Food & Beverage	Position Type:	Full-time/seasonal
Pay Scale:	DOE	Uniform Requirements:	Professional

Job Description

Plan and oversee all bar operations including training and supervising for the Stone Hearth Bar. Responsible for assisting with purchasing and inventory controls related to liquor, beer & wine. Assist in scheduling and labor controls of the bar area. Involved daily in bar operations serving and interacting with guests of Ragged Mountain Resort . Responsible for reporting daily cash journals, staffing, inventory levels, and other business related topics particular to the Stone Hearth Bar to the Director of Food and Beverage.

Job Duties

- Assist with hiring, training and supervising wait staff & bartenders.
- Responsible for recording weekly liquor inventory accurately.
- Schedule and maintain proper levels of staffing in relation to servers and bartenders for Stone Hearth Bar.
- Maintain a high level of guest satisfaction and customer service.
- Oversee the preparation and presentation of beverages to meet set standards.
- Monitor cleanliness and hygiene of bar area.
- Ensure adherence to cash management procedures.
- Monitor portion/pour controls, par stock levels and coordinate orders of beer, wine, and liquor with Dir. F&B
- Other duties as assigned by the Director of Food and Beverage.

Job Requirements and Qualifications

- Minimum 3 years' experience in bar/beverage service operations.
- Must be 18 years of age or older.
- Complete working knowledge of alcoholic and non-alcoholic beverages.
- Ability to lift up to 30 pounds often and up to 50 pounds occasionally.
- Holiday, weekend, and occasional evening shifts are required.
- Must be able to stand for long periods of time.
- Must be (or ability to become) T.E.A.M. certified with State of N.H. Liquor Commission within 30 days of hire date.
- Must be able to successfully pass a background test and driving record.

Job Performance Expectations

- Communicate effectively with Director of Food & Beverage, staff and guests of Ragged Mountain Resort.
- Maintain a clean, orderly and safe working environment.
- Aggressively work to increase sales volumes and profitability.
- Control cost by reducing waste and over pouring.
- Working knowledge of POS systems.
- Meet and adhere to monthly and yearly budgets.
- Maintain daily cash journals and cash management procedures of all bar staff.
- Maintain a high level of professionalism when dealing with guests, staff and vendors the Resort.
- Effectively train, supervise and assist Servers & bartenders.
- Lead by Example.

Agreement

I have read and understand the Job Description, Job Duties, Job Requirements and Qualifications and Job Performance Expectations listed above. By signing this document, I agree that I am able to comply with the items laid out in this document and perform the obligations of this position as defined above. I further understand that this is a partial listing and additional requirements, duties and qualifications and performance expectations may change at any time, with or without notice.

Team Member Signature:		Date:	
Manager Signature:		Date:	