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|  | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **TwelvEighty - Bartender** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Restaurant Manager and Night Club Manager |
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| **Remuneration:** | Refer to MSU OPERATING POLICY 2.2 - EMPLOYMENT (WAGES) |
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| **Hours of Work:** | Academic (variable); summer (as needed) |

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| **General Scope of Duties** |
| To prepare consistent quality drinks with excellent guest appeal. Adherence to all controls. To promote TwelvEighty in a positive manner. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Operations Function | 75% | * Be knowledgeable of provincial labour laws * Ensure bar area is sufficiently stocked with fresh product, garnish and glassware. * Prepare beverages to Twelve Eighty specifications. Provide superior guest service. * Keep bar and service area clean and safe. |
| Other | 25% | * Opening, closing and side duties as per TwelvEighty cleaning systems * Ongoing cleanliness * Be ready for your shift in proper uniform and have bar ready for business * Any other duties required by the manager on duty to provide a positive guest experience |

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| **Knowledge, Skills and Abilities** |
| * Skills in verbal communication required dealing with customers and others within the organization * Must have organizational skills * Background in customer service oriented industry |

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| **Effort & Responsibility** |
| * Ability to make decisions quickly and often without warning i.e. Customer service situations * Responsible for dealing with large amounts of cash |

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| **Working Conditions** |
| * Work environment is pleasant but challenging. Often the bartender is performing several tasks simultaneously * Loud volume, noisy, smoky environment * Potential risk of personal injury * Late evenings and weekends |

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| **Training and Experience** |
| * Training and experience with cash procedures, preferably in a computerized atmosphere. * Past bar/restaurant experience preferred * Experience in campus environment preferred * Some computer experience an asset * Must have, or be willing to obtain, Smart Serve Certification |

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| **Equipment** |
| * P.O.S. system, audio equipment, drafts dispensing equipment, sharp knives, and blenders |