



# POSITION DESCRIPTION

## Bay Mills Resort & Casinos

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<b>POSITION:</b>	<b>Bartender</b> (BBGG's)	<b>LICENSED:</b>	No
<b>DEPARTMENT:</b>	Food and Beverage Department	<b>GRADE:</b>	5(\$8.50-12.75)
<b>REPORTS TO:</b>	F&B Supervisor	<b>STATUS:</b>	Non-Exempt

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### **POSITION SUMMARY:**

Under the direction of the F&B Supervisor, the Bartender serves drinks to guests of the organization in an efficient, friendly, and courteous manner according to established procedures.

### **ESSENTIAL FUNCTIONS:**

1. Provides exemplary customer service by "Exceeding Expectations One Opportunity at a Time".
2. Check customer's ID in order to ensure they meet the minimum age requirement for consumption of alcoholic beverages (21+).
3. Mixes and serves alcoholic and nonalcoholic drinks to patrons of the bar following standard recipes.
4. Mixes ingredients, such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks.
5. Prepares beverage orders for wait staff as entered in the POS system.
6. Collects money for drinks served.
7. Slices and pits fruit for garnishing drinks.
8. Replenishes bar snacks.
9. Arranges bottles and glasses to make attractive display.
10. Performs openings and closing checklist duties.
11. Responsible for starting shift in a clean proper uniform.
12. Clean entire work area and utensils frequently.
13. Responsible for balancing all transactions at the end of each shift.
14. Performs physical inventory of products.
15. Responsible for learning and following daily policies and procedures for the F&B Department and Bay Mills Resort & Casinos.
16. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Manager, including TIPS.
17. Other duties may be assigned within the scope and complexity of this position's essential functions.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk and stand for extended periods of time. The employee must bend, squat, climb, crouch, kneel, and push/pull. The employee must occasionally lift and/or move up to 75 pounds while frequently lifting and/or moving up to 35 pounds. The employee is regularly exposed to dust and cold when working in the freezer and coolers. The employee is regularly exposed to moderate noise, heat and cold. The employee may experience cuts, burns, sprains and strains.

**POSITION REQUIREMENTS:**

1. Must have a high school diploma or equivalent.
2. Must be 17 years or older.
3. Pervious bartending experience or training desired.
4. Must possess a personable, customer service attitude alone with the ability to handle multiple tasks simultaneously.
5. Requires the ability to record orders and enter as required into the point-of-sale (POS) computer system.
6. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
7. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
8. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** January 25, 2023 @ 4:30 pm

**APPLY TO:** Send Resume and Application to:

Anna Carrick or Renae Wieczorek  
Human Resources Generalists  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8523 or (906)-248-8521

[recruitment@baymills.org](mailto:recruitment@baymills.org)

Subject: Bartender

\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\*