



**LINDEN
HILL** Historic
Estate

POSITION: LEAD BARTENDER

Reports to: Executive Director

Position Description:

We are looking for an enthusiastic Bartender to provide an excellent guest experience while ensuring a safe and law-abiding practice. Good Bartenders will be able to create classic and innovative drinks exceeding customers' needs and expectations. Compensation includes salary and tips. The Lead Bartender is employed at the will of the employer.

- Training/Ongoing learning – 5%
- Bartending – 60%
- Supervisory – 10%
- Set up/Take down – 10%
- Ordering and Receiving product – 15%

Responsibilities:

- Set-up and take-down bar service area with products and supplies.
- Handle payment for beverage purchases.
- Track beverage consumption during “hosted bar” situations.
- Interact with customers, take orders, and serve snacks and drinks.
- Assess customers' needs and preferences and make recommendations.
- Mix ingredients to prepare cocktails.
- Plan and present bar menu.
- CHECK CUSTOMERS' IDENTIFICATION AND CONFIRM THEY MEET LEGAL DRINKING AGE.
- MONITOR CONSUMPTION AND CEASE ALOCHOL SERVICE TO GUESTS SHOWING SIGNS OF INTOXICATION.
- Track inventory and supplies.
- Restock and replenish bar inventory and supplies as needed.
- Stay guest-focused and nurture an excellent guest experience.
- Maintain a clean and organized work environment.
- Comply with all food and beverage regulations
- Other duties as assigned.

Requirements

- Resume and proven working experience as a Bartender.
- Excellent knowledge of mixing, garnishing, and serving drinks.
- Money handling and card processing.
- Computer literacy.
- Positive attitude and excellent communication skills, with an ability to be firm and use de-escalation skills, to cultivate and maintain a safe and respectful environment for all staff and guests.
- Ability to keep the bar organized, stocked and clean.
- Ability to provide excellent customer service.
- Ability to be firm in communication.
- Professional, modest attire that meets bartender dress requirements.
- Relevant training certificate.
- Criminal background check.