

**MUNICIPALITY OF MISSISSIPPI MILLS  
JOB DESCRIPTION**



<b>DEPARTMENT:</b>	Recreation and Culture
<b>DIVISION:</b>	Recreation
<b>JOB TITLE:</b>	Bartender (Part-time)
<b>EMPLOYEE GROUP:</b>	Non Union
<b>SUPERVISOR:</b>	Facility Foreman
<b>REVISION DATE:</b>	July 2018

**POSITION SUMMARY AND SCOPE:**

This position is responsible for providing bartending services to guests at Municipal Facilities in accordance with corporate policies and procedures, and according to the liquor licence laws of the Province of Ontario.

**DUTIES AND RESPONSIBILITIES:**

1. Provide a high level of front line customer service including greeting and engaging customers in product selection.
2. Responsible for the preparation and serving drinks (alcoholic and non-alcoholic), food and snacks.
3. Complete administrative duties (e.g. revenue reports, re-stock inventory, opening and closing procedures).
4. Ensure alcohol permit is posted, accurate number and covers the appropriate time.
5. Maintain clean and safe work area and equipment at all times. Clean and tidy work area, utensils etc.
6. Ensure provincial and municipal legislation and policies are followed/enforced.
7. Other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

**EDUCATIONAL REQUIREMENTS:**

- Smart Serve or SIP certificate.
- Valid First Aid and CPR certificate.
- Defibrillator Training Certificate

**SKILLS AND COMPETENCIES:**

- Past experience bartending/serving is an asset.
- Previous cash handing experience required.
- Excellent communication and customer service skills.
- Work both independently and in a team environment.
- Valid Ontario Class 'G' Driver's License.

**EXPERIENCE:**

Previous experience in similar field considered an asset.

**WORKING RELATIONSHIPS:**

<b>Internal</b>	Facility Foreman in Almonte & Pakenham, Facility Operators, Recreation Manager, Community / Cultural Programmer
<b>External</b>	Customers

**SUPERVISOR/MANAGEMENT:**

The position does not have supervisory responsibilities

**WORKING CONDITIONS:**

Available to work primarily indoors flexible hours, including evenings/weekends.  
Ability to meet the physical demands of the job; must be able to carry/transfer case quantities of inventory; bending and lifting.