

BARTENDER

Position Title: Bartender
Department: Liquor Store
Supervisor's Title: Liquor Store Manager

Pay Grade: 1
FLSA Status: Non-exempt
Work Status: Part-time

OVERVIEW

Serves customers in on- and off-sale areas during the majority of the time. Stocks shelves and coolers and performs general cleaning as needed. Works at second location when scheduled.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Liquor Store Manager, City Administrator, City Council (when directed)

Communicates with:

- *Internally* – Other bartenders;
- *Externally* – Customers and Vendors/suppliers.

Supervises: None.

ESSENTIAL FUNCTIONS

- Keeps Liquor Store Manager informed of all matters affecting the efficient operation of the store.
- Sells liquor, beer, and wine: mixes serves drinks, opens and serves containers for on-sale consumption and operates a cash register to ring on- and off-sale purchases.
- Follows operational and policy guidelines as outlined in the Bartender handbook and as directed by supervisory personnel.
- Opens and closes store when scheduled.
- Stocks shelves and coolers and rotates stock as appropriate.
- Monitors stock levels and records requests for out-of-stock items.
- Accurately pays pull-tab winners in a courteous manner and according to store policies.
- Maintains the store's appearance by washing glasses and windows, cleaning tables, chairs bar area and other cleaning as necessary (e.g. dusting shelves and off-sale products).
- Attends alcohol awareness training and other job-related training.
- Performs various vending activities such as making popcorn and selling other snacks.
- Enters into logbook any unruly behavior, refusals to serve, and other noteworthy incidents and information.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties and responsibilities as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of federal, state and local laws relating to liquor sales and liquor store operations.
- Knowledge of and ability to prepare a variety of mixed drinks.
- Ability to read driver licenses and ID cards and distinguish valid ID from fake ID.
- Ability to use a cash register, adding machine and credit card system.
- Ability to keep up-to-date on new laws and developments affecting liquor industry.
- Ability to appropriately respond to intoxicated person(s).
- Skill in withholding service to an intoxicated person.
- Ability to establish and maintain effective working relationships with coworkers and relate to customers.
- Ability to safely move/lift/carry (10 to 50 pounds) cases of beer and liquor.
- Ability to exert light to considerable physical effort to perform the position's essential functions.
- Ability to work flexible hours and independently.

MACHINES, TOOLS, AND EQUIPMENT USED

BARTENDER

- Cash register, calculator, pizza oven, handcarts, cleaning tools and supplies.

MINIMUM REQUIREMENTS

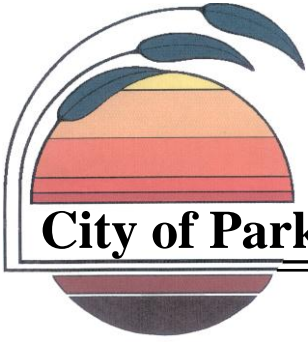
- High school degree or equivalent.
- Experience in the management of a liquor establishment or related experience.

PREFERRED QUALIFICATIONS

- Three or more years of work experience in a liquor store.

WORKING CONDITIONS

Works indoors majority of the time. Works through extended periods of standing and walking to wait on customers, stock merchandise, and set-up displays. Uses a 6' or 8' ladder. Performs repetitive movements, bends, crouches, pushes/pulls, twists/turns, and lifts/carries objects requiring light to moderate physical effort while receiving/stocking merchandise and waiting on customers. Works in cooler at low temperatures for short periods of time.



City of Parkers Prairie

Fax: (218) 338-5059
City Clerk: (218) 338-4115
City Administrator: (218) 338-5006

P.O. Box 70, 102 N Otter Ave, Parkers Prairie, MN 56361

Employee Certification

Before signing this application, please read the following waiver carefully.

1. I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge. I understand that incomplete or inaccurate information may result in disqualification of this application.
2. I authorize all current and previous employers to release job related information upon the written request of the City of Parkers Prairie and any agent on its behalf. However, I understand that if, in the Employment History section, I have answered "No" to the question "May we contact this employer?," contact with the employer will not be made without my specific authorization.
3. I authorize the City of Parkers Prairie and any agent acting on its behalf to verify all job-related information on this application to determine whether or not I am qualified for the position for which I am applying. Moreover, I hereby release the City of Parkers Prairie and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.
4. I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.
5. I understand that this application is not, nor intended to be a contract of employment.

Printed Name _____

Signature _____ Date Signed _____

Drivers License # _____

Please return the completed application form to:

City of Parkers Prairie
City Hall 102 N. Otter Ave
P.O. Box 70
Parkers Prairie, MN 56361

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FORMER EMPLOYERS: (LIST BELOW FOUR EMPLOYERS STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	PHONE NUMBER	BUSINESS	YEARS ACQUAINT ED
1					
2					
3					

PHYSICAL RECORD

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? [] Yes [] No

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOU LIMITATION?

PLEASE DESCRIBE:

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM PUNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

HIRED [] Yes [] No

POSITION

DEPT

SALARY/WAGE

DATE REPORTING TO
WORK

APPROVED 1

2

3

EMPLOYMENT MANAGER

DEPT HEAD

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Employment form is sold for general use throughout the United States TOPS assumes no responsibility for the inclusion in said form of question which when asked by the Employer of the Job Applicant may violate State and/or Federal Law.

Part-time Bartender

Three years bartending experience is preferred.

You are the bartender:

It is illegal to over-serve a customer. For whatever reason you have a customer who is getting intoxicated. What do you do? _____

When do you check ID's? _____

A farmer walks into the bar. What do you do? _____

A good friend of yours is having a birthday and they insist on buying you a drink. What do you do? _____

A shoving match gets started. Now what? _____

A husband and wife (boyfriend and girlfriend) are getting into a heated argument. What do you do? _____

Its closing time and you have a customer who should not be driving. What do you do? _____

An individual, not necessarily intoxicated, is loud, foul mouthed and abusive. What do you do? _____

You are on the clock. Where is your cell phone? _____
