

### **Bartender (Part-time)**

Bartenders are members of the Irvine Barclay Theatre Operating Company (IBT) Front of House (FOH) staff reporting to the Hospitality Managers. Bartenders provide food and beverage service to IBT patrons, donors and other client audiences at performances and events in the Barclay.



### **Duties and Responsibilities**

1. Under the direction of a Hospitality Manager, provide food and beverage service during performances and events at the Barclay.
2. Assist with bar set up, launch of POS systems and opening of cash drawers consistent with approved IBT practices
3. Conduct modest financial transactions quickly and accurately
4. Assist with strike of bar locations following performances and events
5. Proactively identify and work to solve customer service-related issues

### **Knowledge, Skills and Abilities**

1. Demonstrable understanding of, and experience with, best practices in customer service
2. Serviceable knowledge of contemporary bar service best practices
3. Excellent verbal and interpersonal communication skills are required
  - Must be patient, gracious and composed in conversations with patrons
4. Ability to conduct modest financial transactions quickly and accurately

### **Education and Experience**

1. Must be at least 21 years of age
2. Must have current (within the last year) TIPS Alcohol Serving Training certification
3. Minimum of one year's work as a bartender
4. Prior experience at a performing arts venue will be considered a plus
5. Demonstrated ability to interact with co-workers and patrons in a manner based on exceptional courtesy
6. Currently working toward an undergraduate degree from an accredited institution of higher education is the minimum educational requirement

### **Work Standards**

1. Consistent demonstration of personal accountability, integrity, initiative and commitment to IBT's mission is expected
2. Demonstrable on-going mutual respect for internal and external colleagues is required
3. A work process that includes a personal emphasis on innovative problem solving through collaboration is essential
4. An ability to gracefully handle challenges in the context of a fluid and typically fast-paced daily work flow is vital

## Bartender (Part-time) [continued]



### Other

- Reports to: Hospitality Manager
- Supervisory responsibility: None
- Compensation: Part-time, hourly, \$16/hr. plus tips
- Work-from-home eligible: No
- Working hours: Variable, agreed weekly schedule that will include nights and weekends
- Physical requirements:
  - Must be able to stand for long periods of time (at least one hour)
  - Must be capable of walking up and down stairs/inclines
  - Must be able to periodically lift items of up to 50lbs.
- COVID-19 related requirements:
  - IBT requires all full-time employees to be fully vaccinated against COVID-19
  - IBT strongly encourages all part-time employees to be fully vaccinated against COVID-19
  - If a vaccine is not possible for medical reasons or sincerely held religious beliefs, an employee will be required to show weekly proof of a negative COVID-19 test (molecular, PCR or antigen) before being allowed to work. Home test kit results are not acceptable.
  - Presently, IBT staff working performances are required to wear masks at all times and in all locations in the venue.