



JOB DESCRIPTION

Title: *Bartender*

Department: *Pub*

Supervisor: *General Manager*

Class/FLSA Status: *Part Time/Hourly*

SUMMARY OF POSITION:

A Bartender at North Coast Brewing Company is the Acme of our service endeavor and must possess a deep passion and understanding of our company history, beer offerings and signature elements that make North Coast Brewing Company the great company that it is. As a bartender you are responsible for ensuring that all of the hard work and expertise that has gone into the production of our beers is properly presented in every glass and with every conversation.

As a North Coast Brewing Company employee, the Bartender will participate in a high-performance culture that embraces our B Corp mission and emphasizes empowerment, quality, productivity and standards, and goal attainment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Welcome each guest with a smile and friendly greeting;
- Check identification of customers to verify age requirements for purchase of alcohol;
- Provide information and guidance to customers on our food and drinks;
- Take drink and food orders;
- Maintain beer line cleanliness and proper pouring functionality;
- Pour all beers to specification with proper head levels, temperatures, and glassware selection;
- Prepare all mixed drinks to specification with proper recipe adherence and glassware selection;
- Deliver food orders from the kitchen to customers rapidly and accurately;
- Accurately enter/explain food orders to Back of House with specific attention to special requests (i.e. food allergies);
- Uphold food health safety and sanitation principles;
- Check on customers to handle any impromptu request or issues;
- Clean and reset tables;
- Keep bar area clean and well stocked;
- Maintain beer system performance measures such as beer pouring observance and corrective action on poor pouring;
- Prepare mixers, juices and cocktail garnishes;
- Change out beer kegs and replace liquor bottles;
- Monitor and observe customers to prevent overserving and maintain a safe environment.

Making the World a Better Place One Pint at a Time

(707) 964-2739 Fax: (707) 964-8768 455 North Main Fort Bragg, CA 95437

www.northcoastbrewing.com info@northcoastbrewing.com



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of 2 years' experience in a similar role;
- Must be 21 years of age or older;
- Must have completed Bar Back training at North Coast Brewing Company and have a recommendation for promotion from the FOH manager;
- Must possess a valid California Food Safety Certification;
- Must possess a Responsible Server Training Certification;
- Must have completed Bar back training at North Coast Brewing Company and have a recommendation for promotion from the FOH manager;
- Physical ability and stamina to carry heavy trays (35 pounds) or stand for long hours;
- Ability to stay professional in a stressful work environment;
- Outstanding communication and people skills;
- Superb multitasking skills;
- Ability to work different hours including weekends, days, nights and holidays.
- High school diploma or equivalent.
- Be able to work in a standing position for long periods of time;
- Strong customer service and interpersonal skills;
- Excellent industry knowledge, including beer descriptions, styles and basic off-flavors.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and /or move up to 10 pounds and frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

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The signature below confirms that I have received, and understand the job description, responsibilities, and requirements of North Coast Brewing Company.

Signature: _____ **Date:** _____

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