



JOB TITLE: Bartender  
DEPARTMENT: Front of House  
REPORTS TO: Operations Manager or Bar Manager  
CLASSIFICATION: Non-Exempt  
CATEGORY: Part Time or Full Time

The Buffalo Rose is a high volume bar and grill located in Golden, CO. Operating in one of the oldest business locations in Colorado, the original building was built in 1859 and has housed many businesses over the years including a grocery store, the first public hall, The Golden Paper Mill (which was the first paper mill west of the Mississippi), The Overland House Hotel and was even once a community pool called the Golden Plunge. Today, the bar and grill serves locals and tourists alike and offers live music in the attached venue.

**Position Summary:**

The Bartender is responsible for greeting customers, taking drink/food orders, mixing ingredients such as liquor, soda, water, and sugar to prepare cocktails and other drinks, as well as serving beer and other beverages, and completing transactions; communicating ticket times and potential problems to the manager on duty and the servers as necessary; providing the highest quality of service to customers and associates at all times; performs all other responsibilities as directed by the business or as assigned by management.

**Duties and Responsibilities:**

- Greets customers and takes food order; provides information about products and finds opportunity to "up-sell"
- Follows recipes and/or product directions for mixing beverages.
- Collects payments and operates cash registers for drinks and/or food served following company established cash handling policies and procedures for all transactions; secures all monies at the end of each shift.
- Follows alcohol awareness procedures for preventing intoxication and deals with intoxicated guests.
- Follows all Buffalo Rose policies and procedures outlined in handbook.
- Ensures a clean, sanitized and well stocked bar.
- Adheres to all company safety and sanitation policies and procedures.

**Education Requirements:** High school diploma or GED

**Experience Requirements:**

- Must be at least 21 years of age.
- Requires at least 1 year of relevant bartending experience, high volume or fast casual dining environment preferred.
- Requires knowledge of beer, wine, and spirits, their preparation/presentation keeping updated on industry trends
- Demonstrates the ability to interact with the public and coworkers in a friendly, enthusiastic and outgoing manner.
- Requires the ability to speak, read and comprehend instructions, short correspondence and policy documents, as well as converse comfortably with customers.
- Cash handling and customer service experience preferred.
- Aloha POS system experience preferred.
- Frequently immerses hands in water and water diluted with chemical solutions.

**Physical Requirements:**

- Requires the ability to lift and/or move up to 50 pounds.
- Requires the ability to walk, bend, twist, and stand to perform normal job functions.