



BARTENDER

Position Overview:

Bartenders provide outstanding customer service while preparing and serving alcoholic and non-alcoholic beverages to event patrons. They engage customers, answer questions, utilizes proper equipment and ingredients, handles cash, credit, and debit card transactions and performs basic cleaning duties. Bartenders also monitor patron alcohol consumption and behavior to avoid over-serving and enforces age restrictions and ID requirements for alcohol consumption.

Responsibilities:

Before events:

- Set up bar(s) and stock with appropriate beverages
- Prepare fruit garnishes
- Secure cash box(es) from Event Supervisor and confirm that the amount(s) of cash in the box(es) is/are correct
- Prepare cash register(s) and computerized transaction processing equipment

During events:

- Select and mix drink ingredients, garnish and serve to customers
- Verify minimum age requirements by checking IDs as appropriate
- Provide beverage service in accordance with TIPS service guidelines
- Process cash and credit card payments ensuring that charges are correct and returning correct change to customers
- Provide proper management and control of cash in cash register(s) and cash box(es)

After events:

- Break down bar(s) and return liquor and other beverages to their proper storage locations
 - Clean and wipe down bar area
 - Ensure beer coolers are properly restocked
 - Close cash register(s) and count money in cash drawer(s)
 - Work with Event Supervisor to fill out cash reconciliation report
 - Ensure that liquor storage room is tidy, equipment is put away properly and sink is clean and clear of debris
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Qualifications:

- Valid TIPS (Training and Intervention Procedures for Servers of Alcohol) certification
 - Certificate of Completion from a Bartender Training School or 2 years' experience working as a bartender
 - Must be at least 18 years old
 - Courteous, engaging and friendly personality
 - Maintain a professional, neat and well-groomed appearance, adhering to the Mechanics Hall dress code requirements
 - Strong problem solving, communication, and interpersonal skills, ability to handle tense situations with coworkers and customers calmly and rationally
 - Must be observant, thorough, responsible and punctual
 - Ability to meet physical demands of the position including walking, standing for extended periods, climbing stairs repeatedly and lifting heavy items (50 lbs.)
 - Able to work a varied schedule consisting of nights, weekends, and holidays
 - High School diploma or equivalent
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This part-time, hourly position reports to the Event Operations Manager. Mechanics Hall offers bar service at an average



140 events hosted each year. Events include galas, fundraisers, weddings, dinners, and dinner-dances as well as both public and private receptions before and at performance intermissions. Not all bars service includes alcoholic beverages. Soda and water service is offered at proms and other events when no alcohol is served.

Rate of pay is at least \$16 per hour, and higher rates are often made based on customer tips. The number of hours per week will vary depending on the events schedule.

Applicants must include a cover letter and resume. No phone calls, please. Email jobs@mechanicshall.org

Organization Overview:

Mechanics Hall is considered the nation's finest pre-Civil War performance hall and it is a beloved community gathering place in Central MA. The Hall is a 501(c)3 non-profit organization owned and operated by the Worcester County Mechanics Association. Our mission is to serve the community by offering the Hall for events that enrich, inspire, and enlighten. It is a National Historic Landmark building and has served the Worcester community since 1857.

Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy. Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Mechanics Hall to apply for this role.