**Student Administrative Council**

**Sir Sandford Fleming College**

**Job Description**

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| **Job Title:** | Steele Centre Pub Bartender |

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| **Appointment type** | Part Time |

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| **Reports to:** | Steele Centre Manager |

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| **Hours of Work:** | hourly |

**Purpose of the position**

The primary responsibilities of the bartending staff are to operate the Steele Centre Pub in accordance with the Steele Centre Pub Manual, AGCO and other college policies.

**Duties**

* Mix all drinks based on the serving sizes as outlined in the AGCO and Steele Centre policy.
* Deliver a consistently high level of customer service to each client and maintain a safe environment by identifying problem clients and having them removed
* Check identification to ensure customers are the legal age
* Maintain a clean work and dining area by removing trash, cleaning tables, wash glasses, utensils and equipment
* Maintain an accurate cash drawer throughout the night and be able to account for all discrepancies in the final drawer tally.
* Plan drink menus and inform customers about specials and events in the Pub
* Track inventory daily
* Move furniture, decorate and setting up for events
* Other duties as assigned.

**Requirements**

* **Must be a registered Fleming College student**
* Must have a valid Smart Serve certification
* Strong customer service and interpersonal communication skills
* Must work well in a team environment
* Must be able to lift 20 lb boxes and stand for 8-hour shifts
* Adhere to all food and beverage safety and quality regulations