



## **Job Description: Bartender (Part Time, As Needed)**

Updated: 3-30-22

**SUMMARY:** The Egyptian Theatre in DeKalb, Illinois, seeks an energetic, passionate, and experienced part time Bartender. This position will include, but will not be limited to, preparing, and serving alcohol beverages to patrons at events as well as patron services at events

### **Essential Duties and Responsibilities:**

- Mixing beverages using a range of ingredients including liquor, bitters, soda, water, sugar, and fruits
- Taking beverage orders from customers or wait staff and serving drinks as requested, paying extreme attention to detail
- Satisfying patron requests in a timely manner
- Assessing customer preferences and making drink recommendations
- Providing a positive and friendly guest experience by interacting with patrons
- Collecting money for drinks served and providing change as needed
- Checking identification to verify legal age requirements for all customers
- Balancing cash receipts
- Keeping a well-stocked bar with an adequate supply of liquor, beer, wine, mixers, ice, napkins, straws, glassware, and other accessories
- Cleaning the bar, and work area to maintain a sanitary environment
- Organizing the bar area to streamline drink preparation and inventory
- Slicing, pitting, and preparing fruit garnishes for drinks
- Preparing and serving candy, snacks, or other food items for patrons at the bar
- Complying with all food and beverage regulations
- Limiting customer problems by restricting alcohol intake and attempting to curtail inappropriate behavior

### **Other Items:**

- Actively participate in the ongoing growth and positive image of the Egyptian Theatre.
- Other duties as assigned.

Must have the ability to work a flexible schedule, including evenings, weekends, and holidays. Hours will be scheduled based on event schedule.

This position will report to the Event Services Director.

**Requirements:**

- Tips/Basset certification (Meeting current City of DeKalb requirements)
- Food Handler certified through the State of Illinois
- COVID19 Vaccine: Due to direct interaction with members of the general public, performers, fellow employees and other individuals, successful candidates for employment are required to be fully vaccinated against Covid-19 before they begin work and will be required to provide proof of vaccination. “Fully vaccinated” as defined by the CDC means that at least 14 days have passed following receipt of the final dose of an FDA authorized Covid-19 vaccine.

**Desired Qualities:**

- Previous service experience in the restaurant or bar industry.
- Extensive knowledge of drink mixing and garnishing.
- Be able to handle high stress service environment
- Strong communication skills.
- Personable demeanor.
- Sets and meets high standards.
- Maintain good general health, fitness, and hygiene.
- Positive attitude.
- Ability to work independently and collaboratively in a team.

**Physical Demands:**

- Be capable of lifting 25 lbs. or more.
- Comfortable working in large crowds and noisy environments.
- Long periods on your feet.

**Compensation:**

- Hourly Rate: \$8.20
- Tips: Evenly split between bartenders.
- Opportunities for performance-based bonuses.

Submit completed job application to Brandon Pugh, Event Services Director via email: [brandon@egyptiantheatre.org](mailto:brandon@egyptiantheatre.org) OR by mail to: 135 N. 2<sup>nd</sup> Street, DeKalb, IL 60115