



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

Updated: 3-15-24

**SUMMARY:** The Egyptian Theatre in DeKalb, Illinois, seeks energetic and passionate part time Bartenders with great customer service. You get to help us serve over 43,000 people a year and provide a great experience here at the theatre. The bartending includes very simple drinks but fast service and high volume. You get to sign up for the shifts that you want to work!

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

- Greeting customers with a smile and positive attitude.
- Taking orders from customers quickly and accurately.
- Using a point of sale system to process orders and payments.
- Serving soda, beer, wine, cocktails, popcorn, candy, and other food or beverage items.
- Accurately giving change and balancing your drawer at the end of a shift.
- Keeping a well-stocked bar by replenishing inventory as needed throughout a shift.
- Cleaning the bar and work area to maintain a sanitary and presentable environment.
- Keeping all areas organized and tidy at all times.
- Following opening and closing procedures.
- Complying with all food, beverage, liquor, and health regulations.
- Checking identification to verify legal age requirements for customers.
- When necessary, cutting patrons off from alcohol sales.
- Working collaboratively as a team to provide a fantastic experience for all patrons and maximize profits for the theatre.
- Actively participate in the ongoing growth and positive image of the Egyptian Theatre.
- Other duties as assigned.

### **Requirements:**

- Tips/Basset certification (Meeting current City of DeKalb requirements).
- Food Handler certified through the State of Illinois.
- Maintain an average of at least 4 shifts per month worked.

### **Desired Qualities:**

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

**Physical Demands:**

- Be capable of lifting 25 lbs. or more.
- Comfortable working in large crowds and noisy environments.
- Able to stand for up to 4 hours at a time.
- Able to go up and down stairs.
- Bending over and crouching.

**Compensation:**

- Hourly Rate: \$9.40
- Tips: Evenly split between bartenders per shift
- Paid Time Off: Starting 1/1/24 will accrue at 1 hour per 40 hours worked

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

This position will report to the Event Services Director.

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