



## Position Description – Bartender

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### Essential Purpose & Duties

To provide gracious hospitality and guidance through a memorable tasting experience at BottleTaps for all guests of the taproom. To cultivate an exquisite and reputable beer/beverage program at BottleTaps. Execute high standards of food & beverage service, adhering to all standards and guidelines set forth by BottleTaps and detailed within the service guidebook and employee handbook.

To effectively utilize the tools and resources provided to execute sales of food & beverage. To consistently improve and refine the skillset and knowledge of all resources, equipment, and product pertaining to the position.

To act as an ambassador of the taproom to the community of Pleasanton and the Tri-Valley area. To insure the well-being and safety of any guests consuming alcoholic beverage within the taproom and patio.

Assist in the inventory, accountability, and proper care and use of all beverage equipment and the beverage program. Maintain the proper functioning, maintenance and cleanliness of all bar and beverage program equipment.

Lead FOH staff members in a respectful manner. Assist in the closing duties and late-night operations of the taproom. Effectively act as a beacon of product knowledge pertaining to craft beer, wine, and all beverages served.

Provide proper care and attention to any specific guest requests and accommodate to the best of the taprooms ability.

### Job Knowledge & Education Requirements

- High school diploma or equivalent required. Associates or 4 year college degree a plus.
- BOH or Culinary experience a plus.
- Food Handlers Certification valid and active required.
- Familiar with OSHA compliance and basic health regulations of CA.
- Strong experience with popular and historical craft beer style information and wine is required.
- TIPS (RBS-Responsible Beverage Service) training required.
- Cicerone and/or BJCP training highly desired and will be required upon employment

### Skills & Aptitudes

- Personable with strong communication skills. Strong customer service skills necessary.
- Familiarity with most beer styles and ability to describe them.
- Guest recognition and remembrance is a plus.
- Detailed orientated, well-groomed and professionally presentable, organized and efficient.



- Problem solving and team first mentality. Courteous and respectful to all guests and fellow staff members.
- Ability to properly move and produce within close quarter conditions in bar station and adjacent areas.
- Inventory and work within climate controlled wine cellar environment often below 60 degrees Fahrenheit is required.
- Service and proper care of guests that may become inebriated during their time within BottleTaps may be required.
- Must be able to carry product that could exceed 50 lbs. such as beer kegs or cases of wine.
- Ability to stay on feet for entire shift (5-8) hours.
- Ability to handle drink trays and hot food plates in an effective and timely manner. Ability to open and properly serve beer and wine products.