

<b>CITY OF FIFTY LAKES POSITION DESCRIPTION</b>		
Bartender/Off Sale Clerk – Non-exempt		
<b>DEPARTMENT:</b> Liquor Operations	<b>SUPERVISOR:</b> Liquor Operations Manager	<b>SUPERVISES:</b> None

**NATURE OF WORK:**

**Perform bartending duties and sell liquor and other products at on/off sale municipal liquor establishment.**

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Mix and serve alcoholic drinks for patrons of municipal on-sale liquor store.
- Collect money for drinks served.
- Collect money for pull tab purchases, and issue proper receipts for winnings paid out.
- Balance cash drawer at end of shift.
- On rotating basis, responsible for daily cleaning (including restrooms) at beginning or end of shift, together with necessary general cleaning of bar area.
- Light food preparation.
- Handle retail sales transactions with the general public for municipal off-sale liquor.
- Handle receiving deliveries /checking purchase orders.
- Stock shelves and coolers, and remove expired and spoiled product.
- Assist in maintaining stock records and routine bookkeeping duties.
- Abide by state law and city policies regarding service of alcoholic beverages.
- Safely and responsibly handle behavior and/or incidents which may result due to alcoholic consumption at the liquor store.
- Ability to work cooperatively with all City Employees and liquor store customers

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Bartending experience.
- Good math skills and ability to handle cash accurately.
- Availability for flexible work schedule including weekends and holidays.
- Friendly disposition.

**CONDITIONS OF EMPLOYMENT:**

- Ability to establish and maintain cooperative working relationship with city officials and city staff, state and federal agencies and the general public.
- Must comply with organizational and departmental policies.

**WORK SCHEDULE:**

Hours vary, Monday through Saturday.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions, this position is required to: stand for extended periods to have hand and arm (or equivalent) dexterity adequate to allow for extensive use of mixing and serving drinks; to talk and hear with enough proficiency to allow for communicating with customers in person or by phone; and to have adequate vision to accommodate frequent viewing of cash register screen and printed reports. This position requires frequently lifting and/or moving up to 15 pounds and infrequently lifting or moving up to 35 pounds. The noise level is usually moderate.

**MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:**

High School diploma or GED required. Also, must be 18 years of age to sell/serve alcohol in the State of Minnesota.

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The duties listed above are intended only as an illustration of the various types of work that may be required. The omission of any specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee; the job description is subject to change by the employer as the needs of the employer and requirements of the job change.