



JOB TITLE: Bartender

DEPARTMENT: Operations

REPORTS TO: Food and Beverage Manager

POSITION SUMMARY:

The Indianapolis Symphony Orchestra is seeking a part-time Bartender to join the ISO team. Bartenders will serve alcoholic and non-alcoholic beverages to patrons at the Hilbert Circle Theatre for concerts and special events.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Deliver best in class customer service to all guests at the Hilbert Circle Theatre.
- Assess patrons' preferences and make recommendations when appropriate.
- Take orders and consistently prepare beverages to venue specifications in a fast paced environment.
- Process transactions using the POS system for patrons.
- Interact with patrons in a professional and friendly manner.
- Request proper identification for anyone appearing under the age of 40.
- Recognize when patrons are becoming intoxicated and refuse further service in a respectful and safety-minded manner.
- Comply with all food and beverage regulations.
- Restock and replenish bar inventory and supplies.
- Perform opening and closing duties according to Hilbert Circle Theatre policy.
- Perform other similar duties as required.

LICENSING AND CERTIFICATIONS:

- Food Handler Certification & Responsible Alcohol Awareness Training Certification
- Liquor License

REQUIRED:

- Must be at least 21 years old.
- Excellent knowledge of beer, wine, spirits, and common drink recipes.
- Previous experience as a bartender.
- Attention to detail and ability to work under pressure.
- Flexible schedule with availability on weekends and week nights.

PREFERRED:

- Passion for classical music.
- Two (2) years of venue/live entertainment experience.

TECHNICAL PROFICIENCIES:

- Basic math, money handling, and reading skills.
- Must have the confidence and technical acuity to learn POS system.

PHYSICAL REQUIREMENTS:

Bartender must be able to lift/move up to 25 pounds without assistance using proper lifting techniques. Position requires extended periods of standing and working on your feet. Requires visual and hearing acuity to interact with patrons in an environment that is often loud.

INTERPERSONAL CONTACTS:

INTERNAL: Frequent contact with front of house staff.

EXTERNAL: Contact with patrons, board members, community members, and volunteers.

SUPERVISION: Direct supervision from Food and Beverage Manager

Revised: 11/10/17