



**Hacienda Sarria**  
**Job Description: Barkeep**

**Position Statement:**

The Barkeep role is to assist with the timely and organized set-up, execution and teardown of the bar for events. This position reports to the Event Manager/Supervisor on duty.

**Reporting To:** Event Manager

**Responsibilities and Duties:**

Prior to Event

- Set up bar inventory, menus, straws and napkins
- Conduct inventory counts for all alcohol
- Set up bar service areas- including condiments, juice and garnish

During Event

- Serve guests drinks as required
- Tend to garbage and recycling behind bar
- Maintain stock, including ice, inventory etc
- Monitor alcohol consumption
- Handle cash efficiently and correctly
- Polish glassware when required

After Event

- Tear down and stow all bar items
- Lock all alcohol away in cabinets
- Clear away any debris left behind from event
- Conduct inventory counts for all alcohol
- Assist in polishing and kitchen clean up, when required

## **Competencies & Requirements:**

- Smart Serve certification is mandatory
- Excellent customer service skills
- Teamwork skills
- Attention to detail
- Flexibility to varied tasks and working hours
- Ability to work with minimal supervision
- Ability to lift up to 25lbs
- Able to perform at, or above shoulder-level and extend from waist frequently during shifts
- Able to stand and walk for long periods of time

Other duties as assigned