

## **Barback**

The UC Theatre is a 1,400 general admission (or 700 capacity all seated) capacity, multi-tiered, all-ages music venue with a state-of-the-art Meyer Sound system, theatrical lighting, and full service restaurant and bar. We will present local, national and international artists and bands of various musical genres. Core programming will include rock, indie, alternative, R&B, hip-hop, electronic, world music and much more. Additional programming will include comedy shows, film, and a speaker series. Community programming will include symphony concerts, opera recitals, jazz, choral and Gospel performances, with an eye toward programs that appeal to a variety of audiences.

Our mission is to present a vibrant and diverse range of live performances to advance the understanding and appreciation of music, culture and education in the Bay Area. The UC Theatre is dedicated to serving the community through educating and training young people ages 17-25 through our Concert Career Pathways Program.

### **Job requirements and details:**

Assist the bartender and cocktail servers with serving beverages to guests in a music hall atmosphere with a cheerful attitude and in an efficient, professional manner. Ensure The UC Theatre's Service Sequence and Standards are met; Communicate Information Pertaining to Shift; Ensure Responsible Alcohol Management; and Assist Other Employees, As Needed.

### Essential Duties & Responsibilities Include:

- Must be quick, organized, time-conscious and thorough
- Provide information to guests regarding menu, beverages, shows and events
- Attend pre-shift meeting prior to start of each shift
- Maintain The UC Theatre's safety and sanitation standards
- Ensure proper rotation of all liquor items, including the lifting/moving of kegs up to 60 lbs.
- Complete side-work
- Taking initiative, respects clean environments
- Ability to lift kegs, ice, and maneuver boxes

IN ADDITION TO THE PERFORMANCE OF ESSENTIAL JOB FUNCTIONS THE BARTENDER WILL BE EVALUATED ON THE FOLLOWING:

- Appearance
- Punctuality/Attendance
- Attitude/Teamwork
- Opening and Closing Duties
- Job Skills/Knowledge/Productivity
- Adherence to Policy
- Sanitation and Safety
- Guest Satisfaction
- Communications

### Required Qualifications:

Applicants must possess the following (please don't waste our time or yours)

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Excellent customer service skills
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Professional appearance and demeanor
- Ability to effectively communicate with people at all levels and from various backgrounds.
- Experience in a live music environment, preferred
- Ability to use a Point of Sales (POS) system (i.e. Aloha) is a plus

### Physical Demands / Work Environment / Hours:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential work functions.

- Job functions require hours of standing, lifting, typing, and use of a computer.
- Workplace can have moderate to high stress levels.
- May be required to lift or move up to 50 lbs using proper lifting techniques.
- Non-typical office hours will be customary including mornings, evenings, weekends, and holidays.

### Hiring Practices:

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

Berkeley Music Group recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. BMG may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, internet recruiting, job fairs, college recruiting, and search firms.

### Compensation: Hourly-Minimum Wage

### Equal Employment Opportunity:

The UC Theatre strongly supports equal employment opportunity for all applicants regardless of race, sex, religion, creed, national origin, age, disability, sexual orientation or any other legally protected classification.

To apply for this position, email resume and cover letter to [jobs@theuctheatre.org](mailto:jobs@theuctheatre.org). Include your name and reference the position in the subject line of the email. Resumes will be accepted until the position is filled. Interviews are by appointment only. No telephone calls, please.