

Bartender

The UC Theatre is a 1,400 general admission (or 700 capacity all seated), 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:

Serve 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; Preparing Guest Checks/Processing Payment; Preparing Guest Checks/Processing Payment; and Assist Other Employees, As Needed.

Essential Duties & Responsibilities Include:

- Greet all guests at bar promptly and with a friendly attitude
- Provide information to guests regarding menu, beverages, shows and events
- Cultivate regular guests and repeat business
- Successfully complete a pour test prior to every shift, where applicable
- Suggestively sell both beverages and menu items from guests at bar
- Deliver beverage orders promptly
- Prioritize and organize drink orders
- Consistently prepare beverages according to standard recipes and venue specifications
- Fulfill service bar duties including: prompt preparation, orderly presentation of drinks, receipt back to every guest on all transactions. Using suggestive selling techniques to guide guest
- Attend pre-shift meeting prior to start of each shift
- Record any equipment failure and/or safety hazards in bar log
- Recognize when guests are becoming intoxicated
- Ensure responsible alcohol service
- Refuse further service of alcohol to intoxicated guests in a courteous and safety-minded manner
- Handle potentially intoxicated and/or disruptive guests and promptly bring to Bar Manager's attention
- Request proper identification for anyone appearing under 35 years of age
- Maintain opening and closing liquor par
- Ensure proper rotation of all liquor items, including the lifting/moving of kegs up to 60 lbs.

- Maintain The UC Theatre's safety and sanitation standards
- Perform Opening/Running/Closing duties according to The UC Theatre's policy
- Follow Housekeeping standards per policy
- Keep current on all standard operating procedures
- Turn in all lost and found articles to House Manager
- Prepare guest checks (on point of sales terminal) functions
- Process guest payment by cash, or credit card transactions
- Maintain bartender banks
- Perform cash pull/check out procedures
- Maintain appropriate Comp and Spill checks

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)

- Ability to work late hours shifts a must
- Working knowledge of bar operations; mixology; cash handling; safe alcohol service, service bar procedures
- Skills in guest relations, prioritizing, cash handling
- Ability to deal with intoxicated guest in a positive and safety-minded manner
- Ability to work in a high volume and sometimes stressful environment
- Experience recognizing valid ID's, preferred
- Experience in a live music environment, preferred
- Ability to use a Point of Sales (POS) system (i.e. Aloha) is preferred

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.

- Position requires extended periods of prolonged standing and working on your feet
- Workplace is fast-paced can have moderate to high stress levels.
- May be required to lift or move up to 25 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. 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.