**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Bartender/Mixologist (Union Only)**

**Job Code:** 143110

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**OT Eligible:** Yes  
**Comp Approval:** 5/27/2015

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**JOB SUMMARY:**

Prepares and serves alcoholic beverages for bar patrons. Serves full meals during service hours. Prepares drinks for the restaurant patrons ordered by the servers.

**JOB ACCOUNTABILITIES:**

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| E | Provides customer services to faculty, staff, students and guests. Greets and thanks members and guests. Communicates with the kitchen, staff, and guests. |
| E | Prepares and serves alcoholic beverages for bar patrons and/or restaurant patrons ordered through servers. Mixes, prepares, and serves drinks to members and guests using established recipes. |
| E | Serves food and beverages to customers. Conducts service transactions. Collects checks and payments for food and drinks served. |
| E | Stocks and maintains all supplies, food items, and utensils. Inspects the bar prior to opening to ensure that adequate supplies are available for service. Requests additional supplies as necessary and stocks bar according to established procedure. Maintains records of liquors, beers, wines, and supplies. |
| E | Reconciles and maintains cash and sales transactions in daily sales register (e.g., cash register, credit card machine, etc.). |
| E | Prepares garnishes, mixes, and any pre-mix drinks. |
| E | Adheres to department service standards and to all health, safety and university rules and regulations. Follows laws and club policies and procedures regarding alcoholic beverage service. Informs manager of any complaints and if continued service to a member or guest is in question. |
| E | Cleans and locks the bar area according to procedure. |
| E | Practices beverage and revenue control procedures. |
| E | Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures. Maintains cleanliness of facilities. |
| E | Complies with all university policies and procedures and with all applicable local, state, and federal laws and regulations. |
| E | Attends and participates in meetings as required. |
| E | Reports to station, ready to work at the time work assignment is scheduled to begin. |

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.
EMERGENCY RESPONSE/RECOVERY:

Essential:  

☐ No

☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

High school or equivalent

Minimum Experience:

2 years

Minimum Field of Expertise:

Experience as a bartender in a restaurant, banquet facility or private club. Knowledge of food handling and sanitation procedures. Demonstrated customer service experience. Experience working in a fast paced working environment. Ability to effectively communicate in English. Ability to lift up to 50 lbs.

Preferred Education:

Associate’s degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Bartender in a restaurant or private club.

Skills:  Other:

Communication -- written and oral skills

Skills:  Machine/Equipment:

Cash register

Skills:  Specialized Equipment:

Food and beverage preparation equipment

Skills:  Trade/Auxiliary:

Basic cleaning
Compute totals
Customer service
Handle cash
Maintain records, logs, etc.
Maintain stock
Prepare food and beverages
Serve customers
Serve food and beverages
Understand and apply policies and procedures

**Supervises:** Level:

May oversee student, temporary and/or resource workers.

**Comments:**

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must be able to lift 50 lbs. Valid California State Driver’s License may be required. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer