



Midland Center for the Arts Position Description

Position Title: Bartender/Concessionaire

Group/Department: Centralized Services

Supervisor: Front of House Operations Manager

Classification: Part Time Hourly Non-Exempt

Hours/Salary: Number of shifts varies based on MCFTA performance and event schedule. Shifts are typically 4-6+ hours, Thurs – Sat., Salary: \$9/hour plus a split of tips

APPLICATION: Email or Mail cover letter and resume to:

Tony Serra

Midland Center for the Arts

1801 W. St. Andrews

Midland, MI 48640

Email: serrat@midlandcenter.org

General Purpose of Position:

Under the general supervision of the Front of House Operations Manager and direct supervision of the Food and Beverage Manager, this position is responsible for providing exceptional customer service in relation to operations of the bar and concession services at Midland Center for the Arts.

Principal Duties and Responsibilities:

- Report for assigned shift on time, dressed appropriately and with a positive attitude.
- Prepare opening set-up for bar or concession area, so that service begins at scheduled time.
- Maintain a pleasant attitude and professional appearance while on duty and stay guest focused.
- Ensure accurate cash handling and use of POS system.
- Interact with customers while taking orders, assess customers' needs and preferences and be able to make recommendations.
- As a concessionaire, basic knowledge of wine and beer
- As a bartender, knowledgeable of wine, beer, and basic mixed drinks
- Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages and follow safe drinking guidelines when serving customers.
- Maintain accurate inventory sheets including counting beer, bottled liquor, wine, cups, mixers, sodas, general bar supplies, etc., both prior to and at end of event.
- Accurately fill out and initial all paperwork required for bar/concession operations.
- Other opening, restocking, closing duties as assigned by manager.
- TIPS or other alcohol training certification preferred.

Qualifications/Requirements:

- *Must have flexible schedule, willing to work primarily nights and weekends*
- *Previous bartending experience preferred, however, concession shifts do not require experience*

- *21+ years of age preferred. Minimum age requirement of 18.*
- *Ability to pass administered tests and certifications as required*
- *Have basic knowledge of beer & wine for concession service.*
- *Have knowledge of common drink recipes for bartending.*
- *Possess basic math skills, ability to handle money and operate a cash register.*
- *Be able to work in a standing position for up to six (6) hours at a time.*
- *Be comfortable engaging guests in general conversation.*
- *Be able to multi-task in a fast paced environment while maintaining a positive attitude.*