



## Midland Center for the Arts Position Description

**Position Title:** Bartender/Concessionaire

**Group/Department:** Centralized Services

**Supervisor:** Food & Beverage Manager

**Classification:** Part Time Hourly Non-Exempt

**Hours/Salary:** Number of shifts varies based on Center performance and event schedule. Shifts are typically 4-6+ hours, Thurs – Sat., Salary: Minimum Wage plus a split of tips

**APPLICATION:** Email or Mail cover letter and resume to: Kristie Corp  
Midland Center for the Arts  
1801 W. St. Andrews  
Midland, MI 48640  
Email: corp@midlandcenter.org

### **General Purpose of Position:**

Under the supervision of the Food & 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.*