

Job Title: Lead Bartender
FLSA: Non-Exempt
Reports To: Food & Beverage Manager
Benefits: Eligible upon 90 days – PTO/Holidays/Health/Optical/Dental/Life
Retirement: Eligible for enrollment on the first day of hire.

Department: Bar
Status: Full-Time
Pay Grade: 5

Summary

The Lead Bartender will work with the Food & Beverage Manager to create a strategic plan which will increase revenue, increase customer visits and motivate employees. The Lead Bartender will be responsible for scheduling, stock levels and ordering, daily inventories, budgets and other tasks as assigned by the F&B Manager.

Essential Duties and Responsibilities:

- Create, develop and take part in short and long term strategies contributing to the increase in bar revenue.
- Maintaining the department to hospitality standard and customer service.
- Training employees on company policy and procedures including cash handling, incident reporting, suspicious activity reporting and state/tribal laws.
- Setting specials develop and create menus and maintain stock levels.
- Track daily sales and labor costs
- Keep up to date with licensing legislation, liaising with the authorities and taking overall legal responsibility for the premises.
- All other duties as assigned by the F&B Manager

Key Areas of Responsibility:

- Recruiting, training and motivating staff/ employee reprimands
- Handling deliveries
- Maintaining the condition of beer and wine
- Enforcing health and safety rules
- Employee evaluations and reprimands
- Approving employee's time
- Employee Conduct
- Weekly bar meetings
- Employee expectations
- Monthly bar schedule
- Banquet bar schedule
- Beer/liquor/bar supplies weekly ordering
- Special events ordering
- Knowledge of the backend system for inputting drink prices and recipes
- Coding invoices
- Monthly inventory
- Drink recipes
- Adhering to budgets, increasing profits and managing cash flow
- Dealing with difficult customers

Supervisory Responsibilities:

- Supervises all bartenders in the Casino/Patio bars.

Qualifications/Education and/or Experience:

- Must be 21 years of age
- High School Diploma/GED
- Must have 1 1/2 to 2 years of previous experience as a bartender.
- Obtain the Safe Serve Certification.
- Must have cash handling/POS experience.
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.
- Will be required to work evening, weekends and holidays.

Certificates, Licenses, and Regulations:

- Must be able to provide authorization to work in the United States.
- Title 31 Bank Secrecy Act (Anti-Money Laundering)
- Obtain the Safe Serve Certification.
- Must pass a background check and drug screening.
- Must complete the fingerprinting process.
- Required to obtain and maintain an unrestricted gaming license from the CS&KT Gaming Commission and NIGC.
- Must possess a valid State of Montana Driver's License and be insurable under the company's insurance.
- It is the responsibility of the employee to have all documents current and valid at all times.

Physical/Work Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, reaching, talk or hearing. Will be required to bend, stoop, reach, shake and stir. The employee frequently is required to stand and walk, often with little time to sit during an entire 6-8 hour shift. He/she will be required to lift/carry 40 pounds at a time. The noise level in the work environment is usually moderate. When in the casino area, the noise level can increase to louder levels depending on the size of the crowd and the machines in use.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.
By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee: _____ Date: _____

HR Representative: _____ Date: _____