Embassy Theatre Foundation, Inc.

Job Title: Bartender
Reports To: House Services Director
Classification: Non-exempt, part-time
Salary Range: $15 per hour plus tips

General Description: This position is responsible for delivering beverages and concessions while demonstrating genuine hospitality and excellent customer service at stage and special events. Requires experience in cocktail mixology, knowledge of state and local regulations and an ability to handle high-volume events. Evening and weekend hours required.

Duties and responsibilities:

- Prepares cocktails, wine and beer for customers during catered events, Embassy shows and Embassy special events.
- Performs and displays excellent customer service skills at all times.
- Handles cash and credit card transactions.
- Ensures all activities and procedures adhere to Indiana excise rules and regulations.
- Is able to lift up to 50 lbs.
- Follows Embassy controls and procedures for pouring of drinks and securing of alcohol.
- Complies with all state and local food and beverage regulations.
- Performs set-up and tear-down of equipment and supplies, and keeps bar areas safe and sanitary.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.
- Performs other duties and responsibilities as assigned.

Education and/or experience:
Must be at least age 21, have a high school diploma or GED and at least two years experience in bartending. Must have current Indiana Alcohol Permit, certification of having completed the Indiana alcohol certification class, ability to work as part of a team and able to hand multiple tasks while maintaining excellent customer relations.