

BARTENDER

Location: Norfolk, VA

Department: Marketing

Reports to: Facilities & Front of House Manager

Status: Part-Time, Seasonal, Non-Exempt

Job responsibilities will include, but are not limited to:

Essential Functions:

- Personable with intent to provide exceptional hospitality to guests, visiting artists and coworkers
- Possess full knowledge of bar and menu items and prices and be able to make recommendations
- Provide prompt and consistent bar service to guests
- Demonstrated ability to prepare beverages that are consistent, and not deviate from procedures and ingredients outlined in recipes. Pour beer and wine to specific portions.
- Set up and break down bar - stock and restock bar according to prescribed specifications; clean bar thoroughly in accordance with standard operating procedures
- Maintain the cleanliness and safety of the bar, all common areas, utensils, bar equipment, bar tops, refrigerators, and all other equipment and work areas
- Accurately charge guests for concessions purchases; enter order into the point of sale system, collect payment and return all change
- Provide information to guests including performance description and runtime for each performance
- Ability to obtain all required food or alcohol service licenses or certifications, including TIPS certification
- Willingness to work nights, weekends, and special events

Requirements to be performed, with or without reasonable accommodation:

- Standing, walking, lifting, twisting, and bending on a frequent basis
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash receptacle)
- Ability to stand for an extended period of time

Job Specifications / qualifications:

- Must be 21 years or older
- Energetic and enthusiastic personality essential
- Must be able to effectively understand and convey written and verbal information to guests and coworkers
- Must have comprehensive knowledge of beverage recipes
- Basic computer skills are required

- Must possess a service orientation – actively looking for ways to help others
- Responsible for bar till; Demonstrated proper cash handling is required

Preferred Qualifications:

- At least two (2) years of previous bartending experience preferred
- Ability to work in a fast-paced environment.
- Knowledge of or interest in the performing arts, particularly live theater
- Have working knowledge of emergency procedures for various situations such as fire, power outage, evacuation, medical emergencies, and other extraordinary situations as they arise

Compensation includes an hourly rate plus tips

Virginia Stage strives for an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.

Submissions:

Qualified candidates should send a cover letter, resume and three professional references to:

Virginia Stage Company

Sharon McDonald

Facilities & Front of House Manager

PO Box 3770

Norfolk, VA 23514

Email: smcdonald@vastage.org

Please include "BARTENDER Search: LAST NAME" in subject line.

No telephone calls, please

