

# Bartender

**DEPARTMENT:** Development, Special Events

**FT or PT:** Part-Time

**CLASSIFICATION:** Hourly

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Special Events Manager

## STATEMENT OF JOB

The Bartender will work elevated events ranging from corporate receptions of 100 people to our opening night receptions with top-notch donors ranging from 200 to 500 people. The Bartender will be responsible for serving our donors at the bar, making mixed drinks as requested for opening nights, and bringing up as well as taking down alcohol to the basement for each event with a Special Events staff member.

## JOB DUTIES

- Deliver high level of customer service to each patron and donor at the event
- Develop and maintain efficient work pace that meets needs of those in attendance and keeps waiting to a minimum
- Communicate effectively with Special Events staff if running low on alcohol or mixers
- Pour/mix all drinks to standard serving size to maintain cost unless discussed differently with Special Events Manager
- Ability to work evenings for events as requested
- Perform any other duties as assigned
- Regular and predictable attendance as scheduled

## ADDITIONAL DUTIES:

- Work efficiently with other bartenders at event and/or at individual bar
- Set up and tear down bar items, i.e. alcohol, glassware, napkins, etc.
- Get ice from restaurant on site as needed

## QUALIFICATIONS:

- Knowledge of mixing all kinds of drinks and ability to do so in a fast paced environment

## **EDUCATION & EXPERIENCE REQUIRED:**

- High school diploma/GED required
- 1+ years' experience of working as a bartender for elevated events
- Certification from a reputable bartending school required

## **SKILLS AND ABILITIES:**

- Must be able to lift 20 pound boxes and be on feet for an 8 hour shift
- Strong customer service skills and communication skills required

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the duties listed about, the Playhouse expects the following of each employee:

- Adhere to LJP policies and procedures
- Work in a safe manner
- Perform duties as workload necessitates
- Maintain a positive and respectful attitude
- Communicate regularly with supervisor about department issues
- Demonstrate efficient time management and prioritize workload
- Demonstrate regular and consistent attendance and punctuality
- Meet department productivity standards
- Participate in LJP events as needed or required
- Complete other duties as assigned

## **TO APPLY**

E-mail your cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org). Place Bartender in the subject line of your email.



# EMPLOYMENT OPPORTUNITIES

## **NON-DISCRIMINATION STATEMENT**

La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.

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