

FIELD ARTS & EVENTS HALL

219 N. OAK ST.
1ST FLOOR
P.O. BOX 71
PORT ANGELES
WA 98362

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FIELDHALLEVENTS.ORG

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JOB DESCRIPTION

Bartender – P/T

JOB SUMMARY

To Provide outstanding guest service and an enjoyable atmosphere to all Field Arts & Event Hall guests while maintaining the highest ethical standards and following all established rules, regulations, policies, and procedures.

ESSENTIAL JOB FUNCTIONS

Under the direction of the Food & Beverage Manager, Bartenders will work together in the essential duties and responsibilities, which include the following. Other duties, responsibilities, and activities may change or be assigned.

- Promote, work, and act in a manner consistent with the mission of Field Arts & Events Hall.
- Prepares and serves drinks to guests in accordance with established standards. Ensures standard measures are utilized when mixing and pouring drinks.
- Manages and maintains the quality, consistency, and portion controls for all dispensed drinks.
- Maintains current knowledge of drink recipes, service techniques and bar terminology.
- Processes guest's payments, using proper accounting and cash handling, adhering to all revenue handling policies and procedures.
- Ensures attractive, consistent, presentation of beverages.
- Provides timely and courteous follow – through on all client, guest, and team member requests.
- Maintain proper inventory stock/PAR of all products and supplies needed for service in assigned stations.
- Maintain a safe and clean environment for guests and fellow associates.
- Adheres to and maintains standards for guest interactions, personal grooming, sanitation, and safe food handling.
- Follows all safety procedures. Reports all unsafe conditions immediately. Ensures all equipment is used only as intended.
- Keeps accurate logs of inventory and consumption.
- Keeps accurate logs of food; temp, rotation, etc.

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- Complies with applicable laws and regulations regarding the serving and consumption of alcohol.
- Understand the Goals, Mission, Vision, and Core Values of Field Arts & Events Hall and demonstrates a commitment to these in terms of individual and team performance.
- Contribute to a positive Team environment.
- Prioritize and handle multiple tasks simultaneously.
- Performs other duties as assigned.

Qualifications

- Must be at least 21 years old.
- Must have a current Washington State Class 12 MAST Permit.
- Must have a current Washington State Food Handler's Card.
- At least 1+ years' experience.
- Ability to perform essential functions on the computerized Point of Sale (POS) system.
- Working knowledge of proper operation of all bar equipment.
- Working knowledge of applicable liquor laws and regulations.
- Must possess good communication skills and the ability to speak effectively and interact well with guests and team members.

Requirements

- Must be able to work weekends and evenings;
- Must be able to bend, stoop, lift and carry items weighing up to but not limited to 50 pounds on a regular basis.
- Must be able to occasionally push/pull up to but not limited to 75 pounds.
- Must be able to stand and or walk for long periods of time.
- Must be able to perform simple grasping, fine manipulation, overhead reaching, and repetitive hand and arm movements frequently. Must have great communication skills and have strong interpersonal skills.
- Shows respect and sensitivity for cultural differences; treats people with respect; works ethically and with integrity; upholds organizational values;
- Reacts well under pressure; treats others with respect and consideration regardless of their status or position; exhibits a high degree of emotional intelligence.

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COMPENSATION

\$18.00 Hourly

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume

As an equal opportunity employer, we highly encourage people from any historically underrepresented group to apply including people of color, persons with disabilities, and members of the LGBTQ community.

To apply, please send resume and cover letter to mike@fieldhallevents.org with subject line Bartender.

ABOUT FIELD ARTS & EVENTS HALL

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

- Serve, strengthen, and showcase arts and culture in Port Angeles.
- Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.
- Celebrate what is unique about Port Angeles and enhance its reputation.
- Be a core piece of Port Angeles' identity – a source of community pride.

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

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As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.