

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Starmax Bartender			
SALARY RANGE: \$8.00/HR			
DATE POSTED: 03/02/2023– 8:00 a.m.		CLOSING DATE: Until Filled	
DEPARTMENT: Starmax		FLSA: __ EXEMPT <u> </u> <u> </u> NON-EXEMPT	
Shift- Varies- Nights & Weekends		Location: Luna County	
REPORTS To: Food & Beverage Manager, Director		BARGAINING UNIT: NO	
FT REG <input type="checkbox"/> PT REG <input checked="" type="checkbox"/> TEMP <input type="checkbox"/> APPOINTEE <input type="checkbox"/> FT TERM <input type="checkbox"/> PT TERM <input type="checkbox"/> AT-WILL <input type="checkbox"/> OTHER _____			
APPROVED: _____			
Human Resources	Date	Department Head	Date

Summary: Under direction of the Food and Beverage Manager, Director, or designee, performs a variety of work as assigned in a wide range of areas dealing with customer service. Demonstrates strong ethical, professional, service-oriented customer service providing an overall excellent guest experience. Responsibilities include greeting customers, taking and serving food/drink orders.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties & Responsibilities:

- Provide excellent customer service that promote satisfaction
- Greet customers and present menu
- Make recommendations or share additional information upon request
- Take and serve food/drinks orders
- Arrange table settings and maintain tables
- Check products for quality and correct any problems that keep customers from enjoying their meal/drink
- Deliver checks and collect payments
- Cooperate and work with all staff
- Follow all relevant NM rules/regulations
- Prepare alcoholic or non-alcoholic beverages for bar
- Assess bar customers' needs and preferences and making recommendations as needed
- Other duties as assigned

Minimum Qualification Standards:

- Minimum 21 Years of age to Bartend
- Ability to develop constructive working and interpersonal relationships with colleagues and customers
- Service orientated with organizational skills
- Hands on experience with cash register and any ordering information system
- Must be able to pass a pre-employment drug screen
- Must have a food handler certification
- Must hold a valid NM Alcohol Server's permit

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____

