

# Bar Back

**Department:** Facility Rental

**Benefits:** N/A

**Target Start Date:** Immediate; Multiple positions available

**Schedule:** Flexible schedule with heavy emphasis on evening and weekend work. Number of hours varies based upon seasonality of Event Calendar

**GENERAL SUMMARY** Responsible for performing bar back services as contracted for various Facility Rental events such as weddings, receptions, picnics, corporate meetings and all other events for which the use of a Garden facility has been scheduled. The Bar Back assists and supports the bartender by aiding the bartender in bar setup, restocking during event, and bar breakdown.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Arriving as scheduled, assists with set up for bar for the event based on the information provided by the Event Lead, Bartender or other Facility Rental personnel. Aids in confirming the bar is properly stocked with the supplies needed.
- Maintains communication with Bartender throughout event. Coordinates with Bartender to make sure bar is not left unattended at any time.
- Greets and assists clients and their guest at Bartender request, providing beverage services under the guidelines of the Alabama Beverage Control Board and Garden policies. Strictly complies with Responsible Vendor requirements. Interacts with guests in a friendly, professional manner with a particular emphasis on providing exceptional customer service.
- Works positively and professionally with other personnel assigned to the event including the Bartender, Host(s), Security, and outside vendors such as a caterers or photographers.
- Keeps appearance of bar neat and clean.
- At the conclusion of the event, assists Bartender in returning all liquor, wine, beer, mixers and other supplies to the appropriate storage. Help to make sure bar is clean and ready for the next event.
- Provides immediate notification to designated personnel in the case of an incident or injury requiring an emergency medical, police, or fire response.
- Follows all safety procedures as defined in the Huntsville Botanical Garden Safety Handbook, maintaining the ongoing responsibility of reporting any safety-related questions or concerns. Documents any visitor injuries and/or incidents following the procedures prescribed in the Safety Handbook.
- Maintains current knowledge of Garden events and services in order to respond to the questions of guests and promote the Garden.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); or one to five months related experience or training in the food and beverage field; or equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read and comprehend general instructions, short correspondence, and memos. Ability to write general correspondence. Ability to effectively present information in one-on-one and small group situations to visitors, suppliers, clients, volunteers, and other employees of the organization.

**MATHEMATICAL SKILLS** Ability to perform basic mathematical functions such as adding and subtracting two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and measurements.

**TECHNICAL SKILLS** None defined.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must attend and pass the Responsible Vendor Training program as prescribed by the Alabama Beverage Control Board. The ABC Board requires that a person be at least 19 years old to bar back and 21 years old to serve alcohol.

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; stand for extended periods; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; sit; and stoop, kneel, crouch or crawl. The employee must regularly lift up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment can range from moderate to loud.