Bar Back

**Department:** Hospitality Services  
**Supervisor:** Manager of Hospitality Services  
**Supervises:** N/A  
**FLSA Salary Classification:** On-Call  
**Availability:** 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 Hospitality Services events and Garden experiences to include weddings, private events, picnics, corporate meetings, and all Garden events requesting beverage and concessions. The Bar Back supports the Bartender by assisting in bar setup, restocking during event, and bar breakdown.

**Essential Duties:**
- Arrives as scheduled, assists with set up for bar, and meets specific requirements and offerings from the Event Lead, Bartender or other Hospitality Services personnel. Ensures the bar is properly stocked with needed supplies.
- Maintains ongoing communication with Bartender throughout event to ensure bar is not left unattended at any time.
- Greets and assists clients and their guests 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 in a positive and professional manner with other personnel assigned to the event to include Bartender, Event Lead, Security, and outside vendors such as caterers or photographers.
- At the conclusion of the event, assists Bartender in returning all liquor, wine, beer, mixers and other supplies to the appropriate storage and confirm alcohol is secured. Helps to make sure bar is clean and prepared 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.
Qualifications: To perform this job successfully, an individual must be able to carry out each essential duty and responsibility 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.

- High school diploma or general education degree (GED); or six months related experience or training in the food and beverage field; or equivalent combination of education and experience.
- 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.
- 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.
- Ability to use POS system.
- 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.
- 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.

Success Factors:

- Exemplifies the Garden’s Core Values.
- Demonstrates an earnest appreciation for the mission of the Garden and a genuine dedication to the Garden’s brand identity.
- Brings a positive attitude and strong work ethic to all tasks and activities.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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.

• 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.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually.