**Go The Distance Baseball, LLC**

**Position Description**

**Job Title:** **Bartender Food & Beverage**

**Reports To:** **Manager – Food & Beverage**

**FLSA Status:** **Exempt, Part-time, Hourly**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary**: Under direct supervision from Manager or Assistant Manager of Food & Beverage. This position will perform all bartending job components put in place by manager at The Field of Dreams doing business as Go the Distance Baseball, LLC.

**Essential Duties:** Job duties for this position are as follows. Other duties may be assigned and/or performed as required.

* Uphold, support and promote all company policies and procedures
* Demonstrate continuous professionalism and respect working with public customers, vendors, distributors, affiliated business partners, and all staff members
* Perform job duties assigned on a daily, weekly and monthly schedule
* Work with all Vendors, Distributors, and volunteers working in or with Food & Beverage on property
* Follow and be in compliance with The Iowa State Food & Beverage Authority health standards.
* Follow and be in compliance with all state inspections, license renewals, and other applicable items dealing with the Iowa State Food & Beverage Authority
* Every year, this position needs to fill out and complete the Iowa State Food & Beverage Authority Health Release form, kept on file at Go the Distance Baseball, LLC. To be in compliance with the Iowa State Health Authority
* Clock in/out on Deputy Time Clock App on any given work day scheduled
* Schedule changes, daily time adjustment, and all other payroll questions need to be directed to the manager. If more assistance is needed manager will contact Human Resource Personnel

**Specific job duties:**

**Opening Duties**

* Customer service – Top notch service, fast and friendly
* Take previous cash bag from safe to the office, get a new cash bag for that day
* Count beginning cash; be mindful of all transactions, along with change given
* Clean, Stock and organize bar
* Get ice station ready
* Turn on touch tunes, lights etc.
* Make fresh popcorn
* Open bar

**Closing Duties**

* Lock all doors at closing time
* Count down drawer, fill out balance sheet place in manager’s tray
* Cash bag needs put in safe or walked down to office, and put in cash bag drop box located above safe in office
* Sweep and mop all of bar
* Wash and sanitize bar, back bar, tables
* Clean, stock any product that needs filled
* Complete all tasks on bartender checklist, place checklist in manager’s tray
* Clock out when manager or assistant manager releases you for the day
* Turn off all lights and lock bar