

Job Announcement

Date: May 5, 2022

Position: BARTENDER

Department: CAP Catering Services / CAP Catering Banquets & Dining on Genesee

Location: Waukegan primary, may work off-site events at various locations

Flexible Schedule: Friday, Saturday, and Sunday (both day and evening shifts), occasionally Mon-Thurs hours

Status: Part-time

Salary: Negotiable

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

Bartenders, or Mixologists, mix and serve alcoholic beverages based on customer requests; duties include verifying the identification and age of customers, preparing and serving alcoholic beverages, accepting payment from customers, cleaning glasses, bar utensils and work area and balancing cash receipts to record sales.

ESSENTIAL DUTIES:

- Verify identification and age requirements of customers
- Mix traditional and creative cocktails
- Process payment from customers
- Clean glasses, bar utensils and work area
- Make suggestions based on customer tastes and preferences
- Assist with restocking and replenishing bar inventory and supplies
- Record and balance cash receipts and prepare cash deposits
- Plan and present bar menu
- Build a rapport with customers to create a positive atmosphere
- Comply with all food and beverage regulations

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.

- Knowledge of applicable laws and regulations
- Proven working experience as a bartender
- Knowledge of mixology for traditional and creative cocktails
- Understanding of unique and complementary flavor pairings
- Impeccable customer service and social perceptiveness
- Ability to enforce company policies regarding the consumption of alcohol
- Accountability in maintaining inventory and processing payments
- Must have BASSET Certification and 21 years of age
- Physical ability to work in a standing position and walk for several hours at a time
- Ability to pass a background check
- Must be a team player willing to help where needed
- Able to travel to different places for events



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

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EDUCATION AND EXPERIENCE REQUIREMENT

- High School or equivalent. Bartender or Mixology degree or certificate a plus. Must have BASSET Certification. Must have Food Sanitation License. Must have at least one-year experience bartending

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is required to stand, walk, bend, stoop, sit, talk and hear frequently and in repetition. Must be able to lift and/or move a minimum of 50 pounds. 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 individual with disabilities to perform the essential functions.

HOW TO APPLY

Internal Applicants:

Complete and submit internal employment application with current resume.

External applicants:

Complete and submit an Application for Employment along with a current resume via:

- Email: hr.request@caplakecounty.org. Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html

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