



## **Troy Savings Bank Music Hall Corporation**

**Concessions Bartender**

**Hours/Status:** Part time/widely variable

**Reports to:** Director of Operations

**Salary:** \$15/hour + tips

The Troy Savings Bank Music Hall seeks enthusiastic, detail oriented, unflappable, experienced bartenders for its fast-paced concessions sales during performances and events. Individuals will be proactive, self-motivated, conscientious, and have an excellent demeanor and positive customer service and communications skills when interacting with visitors and guest. A flexible schedule is required as activities will include a heavy rotation of nights and weekends.

### **Job Description**

The Bartender is responsible for providing outstanding guest service from the moment guests arrive until they leave the establishment. The Bartender prepares and serves alcoholic and non-alcoholic beverages to guests' requests. This may include preparing mixed drinks, as well as pouring wine and beer, soft drinks, water, and preparing coffee/tea. Displays phenomenal hospitality, friendliness, and comprehensive beverage knowledge. Responsible for money handling, beverage pouring, and established alcohol service policies (TIPS training required). Essential functions and responsibilities of the position may vary based on the demand of various events and activities.

### **Job Responsibilities**

- Greets guests and takes orders, processes cash and credit card transactions
- Mixes and serves both alcoholic and non-alcoholic beverages
- Adheres to all established alcohol service policies and safe drinking guidelines including checking patrons' identification to ensure that they meet minimum age requirements for alcohol consumption
- Adheres to cash handling policies
- Sets up and breaks down workstations, including cleaning and sanitizing
- Takes inventory counts and ensures product is stocked to appropriate levels
- Provides excellent guest service, anticipating guests needs and ensuring guest satisfaction
- Maintains a positive demeanor towards guests, clients, co-workers, etc.
- Ensures security of company assets
- Other duties and tasks as assigned by manager

### **Qualifications**

- Previous experience as a bartender preferred. TIPS and/or SafeServe training is a prerequisite.
- Knowledge of bartending principals and recipes and current trends
- Able to obtain all state/local required alcohol service certifications
- Demonstrates excellent guest service and interpersonal and cash handling skills
- Demonstrates organizational & multi-tasking skills, accuracy, and attention to detail
- Requires occasional lifting, carrying, pushing, pulling of up to 25 lb
- Enjoys working in a fast-paced fun work environment
- Ideal candidate will be available to work a flexible schedule that includes evenings, weekends, and holidays

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **The Troy Savings Bank Music Hall Corporation's Equity, Diversity, and Inclusion Statement**

We value, encourage, support, and celebrate diverse backgrounds and cultures and the artistic expression of those backgrounds and cultures in keeping with our mission to enrich the community and inspire passion for the creative arts. We will engender this by fostering diverse, engaging, and transformative cultural experiences through performances, collaboration, community events, and education in an inclusive, accessible environment.

We believe a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

**The Troy Savings Bank Music Hall** is a National Historic Landmark built in 1875. Famous for its world class acoustics, the Music Hall is owned by the Troy Savings Bank Foundation. The Music Hall seats up to 1175 and its programming includes rock, indie, jazz, choral, classical, world music, as well as comedy shows, symphony concerts, recitals, and other events.

To apply, please send your letter of interest and qualifications and/or resume to [employment@troymusichall.org](mailto:employment@troymusichall.org).