



**ROYAL CANADIAN LEGION
PORT HARDY LEGION BR #237
PO BOX 237, PORT HARDY BC V0N 2P0**



**BARTENDER – PORT HARDY LEGION
POSTING CLOSES: JANUARY 27, 2024**

Part time Evening Shifts 4:00 pm - (to discretionary closing time) from Wednesday - Saturday inclusive. Special Events or other nights may come into play from time to time.

Start Date: February 1 2024

Please drop of your resume at the Legion 4965 Beaver Harbour Rd, (Wednesday to Saturday from 4:00 pm) OR mail to PO Box 237, Port Hardy BC V0N 2P0

Job Summary

As a bartender, you have a unique opportunity to get to know our members, veterans and other customers in a relaxed environment. Bartenders that work with us are engaging individuals who pay close attention to detail and can handle multitasking in various high-energy situations and settings. Training will be provided on cash system.

Job Responsibilities

- Positive attitude and excellent communication skills, respond quickly to any requests from customers in a professional, polite way
- Prepare and serve drinks as requested by our customers. Suggest substitutions when necessary.
- Serve and prepare non-alcoholic and alcoholic drinks
- Check customers' identification and confirm it meets legal drinking age
- Respond quickly to any requests from customers in a professional, polite way
- Keep the bar area and serving glasses clean and tidy on a daily basis.
- Slice and pit fruit for garnishing drinks.
- Answer the telephone and record messages.
- Check computer for emails, forward to Legion Secretary as needed.
- Know and comply with all safety, health and hygiene policies and standards set by our organization and Public Health
- Take payments and make correct change to customers – via cash, debit and credit
- Do nightly cash-out and cash reconciliation
- Monitor, order, restock bar inventory
- Take bar inventory monthly.
- Help organize and set up for special Legion events (paint nights, music bingo, dances)
- Take reservations for hall rental bookings

Job Skills & Requirements

Required:

- Cash handling experience
- Computer literacy
- Speak, read and write English
- Must have current Serving it Right certificate
- Safe food handling certificate (or willing to obtain)
- Ability to lift up to 30 pounds and to bend and reach frequently.