



POSITION DESCRIPTION

POSITION TITLE: [OBJ] Part Time Bartender
REPORTS TO: [OBJ] Director of Patron Services and/or Event Lead
CLASSIFICATION: Casual, Non-Exempt, Part-time up to 20 hours per week

OVERVIEW

BlackRock Center for the Arts is seeking friendly and experienced bartenders to provide exceptional service for our guests. You must be organized and be able to think and act quickly and effectively while retaining self-composure in a fast-paced environment. You must take pride in your personal appearance and show dedication to providing an exceptional experience for every guest. You must be able to work cohesively with all employees of BlackRock.

ABOUT BLACKROCK CENTER FOR THE ARTS

BlackRock Center for the Arts (BlackRock), the leading venue for the performing and visual arts in Upper Montgomery County, MD, provides the community with the highest level of quality performances, free gallery exhibitions, and arts education classes in a welcoming and intimate setting close to home.

JOB DUTIES AND RESPONSIBILITIES

The Bartender will:

- Mix and serve alcoholic and non-alcoholic drinks for patrons.
- Communicate with guests using clear words, tone and body language at all times.

- Work as part of a team with all BlackRock staff in order to maintain an effective atmosphere and positive service.
- Set up and breakdown stations, ring drink orders immediately, collect money from guests for drinks served, and make change as necessary.
- Abide by cash handling policies of BlackRock Center for the Arts.
- Ensure bar area/concessions is open and closed safely; securely lock any liquor cabinets when not in use.
- Responsibly serve alcohol.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Be of legal age to serve liquor according to Maryland state law
- Basic mathematical skills, including money handling, and giving correct change
- Basic reading and computer skills.
- Basic knowledge of beer, wine, and spirits, and be familiar with standard drink recipes
- Excellent communication and organizational skills
- Knowledge of workplace safety procedures
- Exemplify a commitment to BlackRock’s mission to bring performing and visual arts experiences to diverse audiences and providing accessible opportunities to engage in the arts.
- Must have current TIPS certification or be able to acquire TIPS certification within 30 calendar days of employment

PHYSICAL REQUIREMENTS: 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 individuals with disabilities to perform the essential functions.

- Walking and standing during an entire shift.
- Continuously reaching, bending, lifting, carrying, stooping and wiping.
- Remaining stationary for long periods of time.
- Frequently climbing stairs.
- Be able to lift up to 50 lbs.
- Ability to work a flexible work schedule, including weekends and evenings, as required

EQUAL OPPORTUNITY EMPLOYER

BlackRock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability, or national origin.