



**POSITION DESCRIPTION / JOB TITLE:      Lead Bartender (Avalon Theater/Avalounge)**

**LOCATIONS:**

**Avalon Atmospheric Theater & Lounge:** 2473 South Kinnickinnic Avenue, Milwaukee, WI 53207

**Rosebud Cinema:** 6823 West North Avenue, Wauwatosa, WI 53213

**Times Cinema:** 5906 West Vliet Avenue, Milwaukee, WI, 53208

**Website:** www.ntg-wi.com

**REPORTS TO:** General Manager

**JOB CLASSIFICATIONS:** Full Time or Part Time - Hourly position

**JOB SUMMARY**

Complete weekly Inventory meet with Manager on ordering guidelines. Prepare all alcohol beverages professional and in a timely and efficient manner according to the recipes and specifications set forth by management. Providing service that is friendly and helpful to all guests. Maintaining facilities are clean, safe and in good repair. Consistently use suggestive selling techniques. Performing daily register opening and closing operational duties.

**JOB FUNCTIONS**

- Monitor Schedule and associates tip reporting
- Engages guests in a positive and pleasant manner
- Sells drinks and other products in an efficient and orderly manner
- Set-up/close down workstation, maintain stock, orderliness and cleanliness of work station and all work station equipment
- A solid knowledge of wine, beer and mixed beverages
- Fill orders for all counter walk-up customers, wait staff and all other patrons
- Ensure that alcohol is consumed in designated areas only
- Follows company policies and procedures with regard to all POS transactions
- Accept cash transactions from staff and customers, balance drawer per shift
- Verify guests that purchase alcohol are at least 21 years of age
- Assist in placing orders for all liquor and bar related supplies
- Conduct inventory of all liquor and bar related supplies
- Resolves product or service problems in a direct, professional and conclusive manner with guests per company training guidelines while referring service problems to General Manager when necessary
- Promote Neighborhood Theater Group to customers by possessing a professional demeanor and knowledge of current operations and history of location
- Create weekly drink specials for movies and special events
- Answer phone calls in prompt and professional manner
- Report repairs and maintenance issues in a timely manner
- Proficient knowledge and enforcement of NTG Employee Handbook and company standards
- Support sales efforts of management

## **EDUCATION, SKILLS & EXPERIENCE**

- Responsible Beverage Seller/Service Certification required - Current Milwaukee Bartender license
- Success in a high volume bar environment (5 plus years experience preferred)
- Demonstrated ability to provide superior guest service
- Have a high aptitude for math and cash handling
- Demonstrate excellent verbal and written communication skills
- ServSafe Food and sanitation certification also a plus
- High School diploma or equivalent
- Familiar with City guidelines of food establishment and restaurant
- Abide by all government food regulations and inspections
- Effective interpersonal skills
- Proficiency in using POS systems
- Demonstrate high level of professionalism
- Ability to learn new processes and procedures quickly

*I have received a copy of this job description and understand my responsibilities.*

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**Employee Signature**

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**Date**

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**General Manager Signature**

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**Date**