Position Title: Campus Center Student Bartender
Hourly Rate: $7.50
Department: Campus Center
Supervisor: John Winkelmann
Work Location: Campus Center
Account Number: 01-94935-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 4

Work Schedule
A student in this position can expect to work ___ hours per day, ___ hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☑ Sunday ☑ any day of the week.

Hours are available during the following times of the day: random times.

Department/Position Overview
The Campus Center office is responsible for the operations of Pearsons Hall and all the events that occur in this facility. Events include receptions, dinners, speakers, and various social functions. At times these events require liquor service and the Campus Center staff provides a variety of bar service for the events. Student bartenders are employed to provide service for beer, wine, soda bars. Students with bartending experience and a license are able to work a full bar event.

Description of Duties and Tasks
☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☑ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☑ Perform light cleaning, departmental organization, and upkeep as required
☑ Work efficiently and accurately without immediate supervision
☑ Set up/tear down bar, inventory all product, carefully account for all cash sales
☑ Provide basic information about the beers and wines provided to enhance the customer experience
☑ Abide by alcohol permit laws including but not limited to checking ids.
☑ Work independently without a high degree of supervision, report any issues/concerns to your immediate supervisor
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **bartenders license is highly preferred**
- Responsible and mature attitude. Able to assist Director of Campus Center with alcohol related responsibilities
- Assertive; able to enforce policies and rules firmly
- Friendly and courteous to guests, warm and approachable personality, Humor, flexibility, and creativity are helpful
- Able to exercise good and fair judgment