Position Title: Food Service C-Haus Bartender  
Department: Food Service  
Work Location: C-Haus  
Hourly Rate: $7.50  
Supervisor: C-Haus Manager  
Account Number: 72-00000-00135-00000-xxxxx

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

Number of positions available: Up to 3

Work Schedule
A student in this position can expect to work 5 hours per day, 5 - 10 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: 9:00 pm - 2:00 am.

Department/Position Overview
Bartenders at the C-haus will work Wed-Sat evenings, shifts vary by need but are generally the full 5-hour shifts. Responsible beverage service class required of all bartenders. Duties to include stocking and set-up of bar area, general cleaning duties before during and after hours of operation, inventory control and cash handling, adhering to all policies related the safe service of alcohol on Beloit College campus including checking identification prior to sales of alcohol and all closing duties as assigned.

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

Required Training and Skills
☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: completion of responsible beverage management class and current bartender license