



Job Description

EVENT STAFF | BARTENDER

As a member of our Event Staff, you will be expected to work in a fast paced and customer service atmosphere. As a self-contracted employee you will be responsible for making your own schedule on an as needed basis. A certain number of weekly hours can not be guaranteed; staff is needed as events are booked.

General Requirements:

- Dependable, positive attitude. Ability to adapt to change; self starter.
- Ability to lift 50 pounds and stand for long periods of time.
- Reliable transportation is a must. Being an off-site caterer, Totally Cooked staff will travel to a variety of different venues all over Northeast Ohio.
- Respectful to coworkers, clients and client's guests at all times.
- Willing to work various hours, weekends, holidays and evenings
- Must be in good health. Physical activities may include climbing stairs, heavy lifting, use of ladders, etc.
- Understands ServSafe® food handling procedures. (www.servsafe.com)
- General knowledge of Totally Cooked menus.

Bartender Expectations at an Event:

- Dedicated to doing everything in your power to make the event a success for the sake of the client, guests and to show them that Totally Cooked provides Creative Cuisine, Quality Service and Reliability!
- Read your event itinerary; have clear understanding of timeline, requirements and responsibilities
- Check in with event coordinator or lead server
- Unload Totally Cooked vehicles; reload vehicles at conclusion of event.
- Responsible for bar and back bar set-up. Organize bar for maximum productivity. Pack client's leftover alcohol at conclusion of event.
- Knowledge of basic cocktails, beers, wines and standard liquor pours. Pour tests given at Totally Cooked's discretion.
- Clear understanding of featured drink menu and recipes.
- Provide assistance to servers as needed
- Professionalism; all conversations at events must also be kept professional.
- Never over serve a guest! Must have the ability to judge when a guest is impaired and respectfully inform guest you can no longer serve them.
- ID anyone who looks under 35
- Never consume alcohol during an event
- Clear all trash and debris from venue grounds

Qualities of a Bartender:

- Organized
- Focused
- Detailed oriented
- Hard worker
- Loyal
- Fair
- Committed
- Creative