



Mission: *BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

POSITION TITLE: Part Time Bartender
REPORTS TO: Event Lead (Director of Rentals and Events, Director of Patron Services, Special Events Manager or Events Associate)
CLASSIFICATION: Non-Exempt, up to 20 hours per week

OVERVIEW: POSITION DESCRIPTION

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 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.

JOB DUTIES AND RESPONSIBILITIES:

- Mix, garnish, 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 of 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.

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 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

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Be of legal age to serve liquor according to Maryland state law.
- Basic mathematical skills, handle money, and give 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
- Must have current TIPS certification or be able to acquire TIPS certification within 30 calendar days of employment.