

GBNP EVENTS INCORPORATED
POSITION DESCRIPTION

Bar Manager

The Bar Manager is responsible for all aspects of bar service, compliance, staffing and inventory associated with events taking place on the Gordon Bubolz Nature Preserve grounds. The Bar Manager is an employee of GBNP Events Inc. and reports directly to the Event Manager.

The essential functions of the Bar Manager include the following:

- 1) ensuring GBNP Events Inc. liquor operations remain within full compliance of the law at all times
- 2) procuring and renewing all licenses and permits associated with liquor sales
- 3) hiring, supervising, scheduling and making sure all bartenders' certifications and trainings are current
- 4) setting the standard and holding all bartenders accountable to responsible beverage serving
- 5) serving as head bartender at each event liquor is served within the facilities of or on the grounds of the Gordon Bubolz Nature Preserve
- 6) preparing bar set-up pre-event and breakdown post-event; including preparation of cash drawers and responsibly counting, recording and locking up till
- 7) ensuring all bars are clean, tidy and healthy work areas throughout events
- 8) overseeing that patrons remain in areas of permitted sale and consumption of alcohol
- 9) filling liquor inventory orders through designated wholesale distributors
- 10) keeping stock of all supplies for bar service including: cups, napkins, picks, garnishes, ice, mixing utensils, etc.
- 11) overseeing the liquor storage closet and beverages within the walk-in cooler; including ensuring each are locked outside of operation and organizing the stock and inventory within each
- 12) attending to client inquiries, requests and concerns with the highest level of customer service
- 13) working with the Event Manager to fulfill specific requests prior to any particular scheduled event
- 14) acting as Manger-on-duty in the absence of the Event Manager during events
- 15) working a flexible schedule including evenings and weekends as events demand
- 16) performing other duties and responsibilities as assigned

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Qualifications

- High School diploma or equivalent and a minimum of at least 2 years related work experience; 5 years directly-related work experience preferred
- Excellent interpersonal communication and organization skills required
- Ability to manage multiple projects simultaneously, prioritize and work under pressure
- Upbeat, energetic and positive attitude
- Highly motivated, personable, articulate and diplomatic
- Ability to build and maintain relationships with both external and internal customers
- Strong ability to work independently, yet enthusiastic to be part of a team
- Experience working in a not-for-profit environment, preferably one with an environmental or educational background a plus
- A passion for the outdoors and ultimately the preserve's mission
- Ability to effectively communicate the preserve's mission and purpose
- Flexibility in scheduling to accommodate regular evening and weekend hours

Language Skills

Ability to read, analyze and interpret data and documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write a business letter/email. Comfortable and competent in presenting to and speaking in front of groups and individuals.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills & Abilities

Position requires demonstrated applied skills in word processing and computer software including, but not limited to, Microsoft Office Suite. Ability to work without direct supervision in an office environment is required. Ability to hold a valid Wisconsin Driver's License and possess reliable transportation that can be utilized for work purposes.

Physical Demands

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands/fingers to handle objects, tools or controls, reach with arms. The employee frequently is required to talk or hear.

The employee must regularly bend, squat and must regularly lift and/or move 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Work Environment

The noise level in the work environment will vary from low/moderate to potentially high during certain events. This is a non-smoking work environment. Employee will occasionally be required to perform work outside of the office environment to include exposure to weather and temperature extremes. May occasionally be required to walk on slippery or uneven surfaces.