

# BARTENDER

## OVERVIEW OF JOB

### WHO?

**“BARTENDER” must have experience and Tam or Tips certification. As a bartender you must work well with customers and staff and have a great attitude, sense of humor and do all of this under sometimes considerable pressure. You must know and follow the guidelines set forth in the Contract pertaining to alcohol and service of alcohol. You are paid directly by the customers as an Outside Contractor and you work for the Client, within the guidelines set forth between Wellers and the Client in the Contract.**

### WHAT DOES A BARTENDER DO?

1. Setting Up Bar : 1 hour prior to service
  - Inventory correct
  - Follow worksheet instructions that the Client has given our office pertaining to services of the beverage service
  - Follow the opening checklist for the bar.
2. Service of Bar up to four to six hours. Larger events will require more bartenders and one of the bartenders may leave after four hours depending on how busy the bar is
3. Clean-up and closing the bar and room:
  - Following the checklist for closing the bar and the room

### SPECIAL ASSIGNMENTS ON WORKSHEET:

- Pour wine, champagne at the table. This will be on the worksheet.
- Set up a champagne table outdoors and man it for a designated period of time
- Set up an Outdoor Bar with Tent and full alcohol included

### WHEN

- Arrive one hour prior to event
- Actual bar is open up to and not to exceed six hours. You charge for the hours that you work.
- One hour may be included for cleaning up and closing.

### WHERE?

**Henry Ford Room is the upper level: pink room 75 guest to 100 guests: 1 bartender**  
**Raisin River Café is the lower room: black pipes: 75-125 guests: 1 bartender**  
**Wellers Carriage House is the white building in back: 150-220 guests: 2-3 bartenders**

### HOW MANY BARTENDERS ARE REQUIRED:

- 75-125: one bartender
- 125-175: two bartenders
- 175-220: three bartenders

### WHAT DO BARTENDERS WEAR?

- DRESS CODE: **Black tuxedo pants, Tuxedo vest, bowtie, White tuxedo shirt & safe black shoes with rubber soles.**

### HIRING & TRAINING STAFF

- ORIENTATION to PROPERTY: Schedule on Thursdays during the week
- JOB DESCRIPTIONS- All new bartenders should be given a guidelines for attending bars at Wellers.

### PAYMENT & TIPPING

- Bartenders bill the customer at the close of the event and include one hour for set-up and one hour for clean-up
- You bill only for the hours worked and you will need to turn in a copy of your bill along with your worksheet report filled out at the close of the night
- Tip jars are not allowed. Nor may you solicit tips verbally or add them to your final bill. If tips are offered you may accept them, but not display a tip jar on the bar.

