



JOB INFORMATION

<i>Job Code:</i>	143110
<i>Job Title:</i>	Bartender/Mixologist(Union Only)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Food Service (Union)
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Prepares and serves alcoholic beverages for bar patrons. Serves full meals during service hours. Prepares drinks for the restaurant patrons ordered by the servers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Must successfully complete ServeSafe certification.
X		Two years' experience as a bartender in a restaurant, banquet facility or private club.
X		Knowledge of food handling and sanitation procedures.
X		Demonstrated customer service experience.
X		Experience working in a fast paced working environment.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent oral and written communications skills.
X		Ability to effectively communicate in English.
	X	Five years' experience as a restaurant/private club bartender.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid California driver's license
X		Must have valid California Food Handler card or obtain card within first 30 days of hire.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides customer services to faculty, staff, students and guests. Greets and thanks members and guests. Communicates with the kitchen, staff, and guests.				
Prepares and serves alcoholic beverages for bar patrons and/or restaurant patrons ordered through servers. Mixes, prepares, and serves drinks to members and guests using established recipes.				
Serves food and beverages to customers. Conducts service transactions. Collects checks and payments for food and drinks served.				
Stocks and maintains all supplies, food items, and utensils. Inspects the bar prior to opening to ensure that adequate supplies are available for service. Requests additional supplies as necessary and stocks bar according to established procedure. Maintains records of liquors, beers, wines, and supplies.				
Reconciles and maintains cash and sales transactions in daily sales register (e.g., cash register, credit card machine, etc.).				
Prepares garnishes, mixes, and any pre-mix drinks.				
Adheres to department service standards and to all health, safety and university rules and regulations. Follows laws and club policies and procedures regarding alcoholic beverage service. Informs manager of any complaints and if continued service to a member or guest is in question.				
Cleans and locks the bar area according to procedure.				
Practices beverage and revenue control procedures.				
Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures. Maintains cleanliness of facilities.				
Complies with all university policies and procedures and with all applicable local, state, and federal laws and regulations.				
Attends and participates in meetings as required.				
Reports to station, ready to work at the time work assignment is scheduled to begin.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.