



Join The Hospitality Services Team as a Bartender!

PLEASE NOTE: A COVID-19 vaccination record card is a job requirement for Performing Arts Fort Worth employees and the position of Hospitality Team Member (subject to exceptions required by state and federal law including for religious belief and disability).

PERFORMING ARTS FORT WORTH, Inc Position Posting

Title: Hospitality Team Member - Bartender
Department: Hospitality Services
Reports To: Hospitality Services Managers
Date: November 2021
Status: Part-Time; Non-Exempt, Hourly

Essential Functions:

To ensure Performing Arts Fort Worth (PAFW) achieves an optimal work environment and equitable treatment of all, employees are guided by two fundamental directives, the PAFW Operating Principles and the PAFW IDEA Statement, in addition to adhering to other terms and policies outlined in the Employee Handbook.

In addition to upholding to these fundamental directives, the Hospitality Services Team Member supports the Front of House department and provides first-class customer service. The primary components of this multifaceted position are:

Bartender: Responsible for setting up the bar area at the start of a shift and ensuring that bars are stocked and ready. Takes orders, prepares mixed drinks and serves patrons at the bar.

Education, Experience & Skills Required:

- COVID-19 vaccination record card.
- A High School degree or equivalent and 18 years of age or older.
- Must hold a valid Texas Driver's License
- Must have TABC and Food Handler certification or the ability to obtain certification quickly.
- Previous bartending experience is preferred, but not required.
- Ability to communicate clearly and effectively with patrons and other staff.

- Skilled in basic math with the ability to count for bank reconciliation and complete deposit paperwork.
- Flexible schedule preferred, but not required. Limited availability to one or two days a week is acceptable.
- Must maintain a positive and professional attitude and serve as a role model for other team members.

Must maintain a positive attitude and influence others to do the same. Must make decisions consistent with organizational policies and goals and responsibly handle confidential information. Must work with accuracy and attention to numerous details and timelines. Strong verbal communication skills are essential to interact successfully with all PAFW staff and a diverse customer base. Ability to work under pressure, consistently providing calm and effective resolution of customer and PAFW staff concerns, requests and/or complaints in a courteous and informed manner.

Position Responsibilities:

Key activities of this position include but are not limited to:

- Provides excellent, first-class customer service to all (patrons, guests, clients, touring companies, resident companies, and to other PAFW staff).
- Always maintains a pleasant and professional demeanor.
- Verbally welcomes patrons and guests to Bass Performance Hall.
- Responds positively and professionally to patron’s questions and/or complaints and ensures patron satisfaction within Hospitality Services’ established guidelines.
- Dresses neatly and in complete uniform as scheduled.
- Sets up the bar area at the start of a shift. This includes taking inventory inside the liquor closet, loading carts with bar supplies, fruit and snack trays, ice supply, cups and napkins, etc. Effectively operate Point of Sale (POS) register throughout bar service assignment.
- Retrieve inventory restock from walk-in cooler, cup storage, and liquor closet.
- Ensures high level of cleanliness at the end of service.
- Accountable for bank bags as assigned. Count and set up banks and notify management of any discrepancy before shift; count and reconcile bank after intermission and return to supervisor’s office.
- Must follow Departmental and Company procedures and policies for all assignments to ensure safe and secure operations.
- Must report to work on time and as scheduled.
- Other PAFW and departmental duties as assigned.

Please Note:

PAFW is in the business of presenting arts and entertainment. To that end, all employees understand and accept that evenings and weekends are part of our operation. This position requires interacting with the public and being onsite for performances regularly.

This job posting is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

Physical/Visual Activities or Demands:

Physical/visual activities or demands that are commonly associated with the performance of the functions of this position include, but are not limited to:

- Working in close physical proximity to others including co-workers, vendors, and the public.
- Work schedules are varied and can include nights, weekends and some holidays.
- Must be able to walk, run, climb stairs, stoop, crouch, reach, push / pull, load and move carts, tables, chairs and other objects, and lift 25 lbs or more.
- Must be able to stand for long periods of time.
- Ability to operate assigned office equipment with adherence to all safety guidelines.
- Clarity of vision; ability to bring objects into sharp focus; color perception.

Machines, Tools, Equipment and Work Aids: Representative, but not all inclusive of those commonly associated with this position are: POS System, two-way radios, dollies, furniture carts, push carts.

If you are interested and meet the qualifications as noted in this job posting, submit your letter of interest and current resume.

Email: careers@basshall.com

Mail: Human Resources
Performing Arts Fort Worth
330 East 4th Street
Fort Worth TX 76102

This job will be posted until filled.

Please note: No phone calls will be accepted or returned.