

HESPERIA RECREATION AND PARK DISTRICT

PART TIME BAR ATTENDANT

Position Description

Definition

Under direction, the part time Bar Attendant shall perform a variety of duties involving the successful operation of District Bar facilities, including sales, inventory, stocking, maintenance, and other related duties.

Essential Functions

1. Follow and enforce all Department of Alcoholic Beverage Control/State of California/Local Laws, Rules and Regulations for the sale of alcoholic beverages.
2. Checking customer identification for alcoholic beverage sales.
3. Preparation of and serving the public alcoholic and non-alcoholic beverages.
4. Stocking, cleaning and maintaining an inventory for the bar.
5. Run cash register and prepare Daily Sales Report at end of each shift.
6. Bar Attendants are required to complete and submit IRS Form 4070 "Employee's Report of Tips to Employer" monthly.

Marginal Functions

1. Will also perform other duties and tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative of the District and must be public relations conscious.

This is a part time position up to 19 hours a week.

- Must be able to work during the hours of 6:00 am to Midnight.
- Hours will vary with scheduled or unscheduled rental events.
- Must be able to work evening hours, weekends, and holidays.

Minimum Qualifications

Knowledge of: Bartending skills to include mixtures, ingredients and measurements. Be familiar with Alcoholic Beverage Control rules and regulations needed for bartending services.

Ability to: Read and follow written and verbal instruction; be able to deal with the public in a polite and courteous manner, and have an interest in working with people of all ages. Must be able to work with other employees and maintain cooperative working relationships.

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Experience/Education: High school graduate or equivalent. Must be 21 years of age or older. Bartending and cash register experience is preferred.

Working Conditions

Environmental Conditions: Almost always works indoors in temperature controlled environment; possible work on slippery surfaces.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for kneeling, bending, stooping, climbing, reaching, lifting, pushing, or pulling; standing or walking for prolonged periods of time; use of hands to finger, handle or feel objects, write reports, handle money, work cash register, clean counters, stock cooler and shelves; close and distance vision.

Examination

All applicants will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process.

Must possess a valid California Driver's License, and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo a background check as a prerequisite of employment.

Final Filing Date

The position is open until filled. All applicants are required to complete a District application form and submit it to the Hesperia Recreation and Park District, 16292 Lime St., Hesperia, CA, or mail to P. O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Hourly Rate: \$12.00. Bar Attendants will be responsible for completing Employee's Daily Record of Tips and Report to Employer (I.R.S. for 4070A and 4070) and submitting it to the District Office monthly.

Hesperia Recreation and Park District is an Equal Opportunity Employer.

Revised: 2-6-19