

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Part-Time Beverage Program Coordinator**

March 2, 2021

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich people's lives and enhances our region by inspiring use, preservation and support of Cuyahoga Valley National Park.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

A. Alcohol Service

- Identify and implement appropriate liquor cost control measures, including, but not limited to, establishing pour policies, recording spills and complimentary drinks, and locking/restricting access to inventory.
- Order and stock all products as necessary to ensure availability of items for all events at Happy Days Lodge.
- Establish pars and implement an inventory tracking system. Count and account for on-hand inventory weekly; report to Conservancy finance office as necessary.
- Maintain supplier relations. Create and maintain appropriate vendor files to ensure they are organized and up to date.
- Step in as Bartender and perform Bartender duties and responsibilities as needed
- Comply with all beverage service safety regulations.

B. Guest Relations

- By adhering to the Conservancy and NPS policies and procedures, provide excellent customer service to *Extraordinary Spaces* guest groups.
- Create a positive experience for guests while serving weddings, concerts, and other social events in park facilities.
- Access guest needs and preferences and make recommendations.
- Monitor guests' consumption of alcohol and maintain safe levels of service.

C. Sales

- Operate a register and ensure all inventory is accounted for and sales are accurately recorded.
- Manage cash and credit payments, make change, and balance a drawer.
- Positively and accurately communicate the Conservancy and NPS mission to guests, vendors, and potential guest groups resulting in increased good will and awareness for the Park

D. Other

- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

- High school diploma required; TIPS certification preferred.
- One to two years related experience and/or training, or equivalent combination of education and experience required.
- Two years of previous bartending experience required.
- Ability to work in a team environment as well as operate independently.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to respond to common inquiries from customers, staff, visitors and other members of the community.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

Status/Pay/Benefits: Part-Time, non-exempt, \$16-\$18 per hour. No benefits associated with this position.

To Apply: Send your current resume, along with a detailed explanation of why you are interested in joining our staff team, to apply@forcvnp.org with the subject line reading Bartender. This is an immediate opening and the posting closes when the position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.