<u>Position Announcement</u>   **April 13, 2021**
Bartender

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.

Join Us! Be part of something special!

<u>Position Description, Essential Duties *(other duties as assigned)*</u>**:**

Essential duties include:

A. Alcohol Service
- Set up and tear down the bar for each event, ensuring that all inventory is properly stocked.
- Prepare alcoholic or non-alcoholic beverages for Happy Days guests.
- Possess an understanding of basic liquid measurements and the ability to follow recipes.
- Control portion sizes in adherence to Conservancy guidelines.
- Check customers' identification and confirm it meets legal drinking age.
- 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.
- Two years of previous bartending experience required.
- Familiarity with event bars and/or craft cocktails preferred.
- Ability to communicate knowledgably and effectively about alcohol.
- Solid working knowledge of measurements and liquid recipes.
- Reliable transportation required.
- Ability to work in a team environment as well as operate independently.
- Ability to respond to common inquiries from customers, staff, visitors and other members of the community.
- The employee must occasionally operate a register, process credit card payments, and use a tablet.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and/or an FBI, and fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

Status/Pay/Benefits: Part-Time, non-exempt, $12 per hour plus tips at public programs. $25 per hour at private events. 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.