

Since 1891, Westerner Park has been a place for Central Albertans to gather and celebrate community events. Westerner Park is both an agricultural society and registered not-for-profit with charitable status. Each year, Westerner Park generates more than \$150 million in economic activity, more than 1.5 million visitors come through our gates to celebrate over 1,500 unique events. From weddings and banquets, hockey games and agricultural shows to concerts and trades shows, we continue to be there as Central Albertans join to share in their most memorable moments.

We pair first class facilities with down home service. We treat all our event organizers and guests with the same welcoming, approachable and trustworthy style that has defined our organization for the past 129 years. We enable and service other organizations to gather and celebrate their own purpose and cause.

We are an integral part of central Alberta. We take pride in the experiences we produce and the trade and commerce we facilitate. We support the rural and urban connection in Central Alberta, inspire youth, engage arts, culture and connect our community. Our collaborative spirit facilitates the growth and success of other non-profits and charities. We develop and apply strengths from volunteerism and partnerships for the betterment of our community as a whole.

SUMMARY

Under the direction of The Food and Beverage Services Manager, the Bartender prepares and serves alcoholic drinks and food/snack items for guests at our Westerner Park events. The bartender's main job is to know the standard drink recipes and be able to mix them quickly and accurately. Bartenders also check the identification of guests to ensure that they meet the minimum drinking age.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Food & Beverage Services Manager, the Bartender is responsible for the following:

- Mix ingredients to prepare cocktails and other drinks. Pour wine and beer. Slice and pit fruit for garnishing drinks.
- Check identification of guests to make sure they meet age requirements for purchase of alcohol and tobacco products
- Monitor guest alcohol consumption levels and determine when to stop serving guests who have reached their limit
- Follow established procedures and AGLC guidelines relating to the sale of alcoholic beverages
- Determine when a guest has had too much alcohol, stop serving and ensure a safe ride home is arranged. Refusing service, arranging a taxi or even calling the police if necessary.
- Monitor and restock products within the bar inclusive of, but not limited to, alcoholic beverages and liquor, supplemental items, paper products and supplies as required.
- Ensure that alcoholic beverages are stocked and cold and ready for service
- Ensure all equipment and counters are washed and sanitized prior to each use
- Clean up after clients/guests, pre/post/during the event
- Support the catering team with food set up and take down if needed
- Follow established procedures relating to stock and inventory
- Ensure excellent customer service is provided by consistently smiling, greeting, and thanking customers and guests

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- Follow established procedures to ensure the bar stand is ready for opening by preparing all items. When required prepare food items and snacks for the bar location
- Ensure all equipment and counters are washed and sanitized prior to use, clean and set up service area, including preparation work, filling fridges with product, and other preparations as required
- Maintaining the bar area. Besides knowing how to make and serve drinks, bartenders need to know how to maintain the bar area and the equipment in it
- Serve customers by filling orders, ringing in sales on the tills, receiving payments and making change. Maintain accurate cash drawer throughout the night and be able to account for all discrepancies in the final cash out
- Follow cash handling procedures including being accountable for your assigned till and any variations which may occur
- Maintain a basic knowledge of products
- Maintain cleanliness of the stand at all times throughout each shift, following Westerner Park's guidelines for sanitation and housekeeping
- Perform duties, as assigned, from the Food and Beverage Supervisor to ensure efficient operations of the concession stand
- Other duties as required

CORE COMPETENCIES

- Guest and Client Focus
- Communication
- Energy & Stress
- Teamwork
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

QUALIFICATION AND REQUIREMENTS

- The ideal candidate must be motivated, enthusiastic, and able to multi-task in a fast-paced environment
- High-School Diploma, G.E.D. or equivalent
- Minimum 1-2 years Bartending experience
- Current Pro Serve Certification (Or appropriate provincial certification)
- Knowledge of drink recipes
- Demonstrated time management and organizational skills
- Must be able to work a flexible schedule including days, nights, weekends and holidays
- Comply with Westerner Park policies and procedures
- Follow uniforms policies and guidelines and maintain a professional level of personal hygiene
- Excellent communication, interpersonal and presentation skills
- Experience in all aspects of guest/client service and people management

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WORK ENVIRONMENT

- Heavy lifting
- Perform physical activities such as lifting and stooping
- Ability to handle large crowds
- Available to work evenings and weekends
- Comfortable working event by yourself
- Ability to work as a team or individually
- Keeping work area clean, organized and sanitized
- Given Westerner Park is in the Major Events industry, this individual will need the ability to be adaptable and flexible with their time. Work will include evenings and/or weekend shifts as event volume dictates.

AFFILIATIONS Member of the Westerner Employee Association

TO APPLY Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca.

This job description is not intended to be all inclusive and successful incumbents may perform other related duties as requested to meet the ongoing needs of the organization.

Thank you for your interest with Westerner Park. We look forward to reviewing your application.

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until a successful applicant is found.

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