

**Grandin Theatre Foundation
Job Description**

TITLE: Bar Tender

**OPERATING
UNIT:** Front of House

PURPOSE: Provide efficient, accurate bar/concession sales to patrons, manage bar and ABC license, provide knowledgeable and friendly information about the facility and programs offered to patrons and visitors;

REPORTS TO: Bar Manager, Operations Manager

**DIRECT
REPORTS:** N/A

CLASSIFICATION: Temporary part-time/Nonexempt,
MUST BE AT LEAST 21 YEARS OLD.

JOB SUMMARY: The bartender plays a vital role in creating a welcoming and lively atmosphere for patrons. Responsibilities will include serving beer, wine and concessions with enthusiasm, building rapport with guests, and managing multiple tasks efficiently. Attention to detail, excellent communication skills, and a warm attitude are essential. Prior hospitality experience and familiarity with alcohol regulations are preferred. Adaptability and a commitment to responsible service are key to success in this position.

Join the Historic Grandin Theatre as a bartender and become an integral part of our cherished community landmark. Your high-energy, hospitable demeanor will shine as you serve a selection of beer and wine, engaging with diverse patrons and fostering a welcoming atmosphere. With a keen eye for detail and a knack for multitasking, you'll prioritize tasks and find proactive ways to contribute during downtime. Previous hospitality experience, with ABC or server knowledge, is preferred. If you're ready to bring your passion for exceptional service to one of Roanoke's most iconic destinations, apply now and be part of our team at the Grandin Theatre.

MAJOR JOB RESPONSIBILITIES:

- Operate a computerized bar/concessions point of sale (POS) system, including processing sales, issuing passes, and tracking data.
- Responsible for daily operations for an on-premise beer/wine license, including bar operations, sales, closing reports, opening and closing protocols, addressing patron needs.

- Know and adhere to all relevant ABC regulations and guidelines, providing responsible alcohol service at all times.
- Serve concessions and sell tickets.
- Greet visitors to the building; direct visitors to the appropriate management staff.
- Address film-related and general inquiries.
- Reconcile bar receipts at the end of each shift with manager; present change box to be counted by staff and manager at end of shift; prepare and submit end of shift checklists.
- Ensure bar/concessions area are setup, closed down, and maintained effectively at all times
- Maintain cleanliness in restrooms during theatre operating times and at closing.
- Perform other duties as assigned.

ESSENTIAL REQUIREMENTS:

- Ability to complete projects and tasks effectively.
- Ability to give and receive information clearly.
- A service heart.
- Ability to clearly communicate verbally and in writing with patrons, guests, vendors, peers, and supervisors.
- Ability to use computerized POS system, MS Office, and e-mail with proficiency.
- Ability to use specialized ticketing/concessions software with proficiency.
- Ability to plan, organize and prioritize work, and executing assigned tasks.
- Ability to maintain a degree of accuracy and attention to detail.
- Ability to use sound judgment in decision-making.
- Ability to work independently and take self-initiative.
- General knowledge of general bar practices and principles.
- Ability to work nights and weekends.
- Pleasant demeanor and polite attitude toward patrons.

QUALIFICATIONS:

- Must be 21 or older, high school diploma or GED equivalent preferred
- Minimum of 1-3 years customer service and ABC experience preferred
- Basic math and customer service skills.

Please forward all job applications to either:

info@grandintheatre.com

Or

Grandin Theatre Foundation 1310 Grandin Road, SW Roanoke, VA 24015

The Grandin Theatre Foundation is built on teamwork and equal opportunity. We promote equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, age, national origin, veteran status or disability.