



## **JOB TITLE**

Bartender

## **MISSION STATEMENT**

At Harvest Moon Pond, we are committed to providing a high-level client experience that exceeds expectations. Along with our dedicated, passionate, and servant-hearted staff, we strive to create an environment where everyone feels welcome. We exist to provide a beautiful indoor & outdoor venue where others can have meaningful celebrations & create memories to last a lifetime.

## **ABOUT HARVEST MOON POND**

Harvest Moon Pond is located in Poynette, just 20 minutes north of Madison. We are a year-round wedding & event center, with our prime season being May-October. Our property consists of 4 outdoor ceremony locations, an incredible outdoor patio space, as well as a historic barn which was built in 1865. The barn has been renovated with heating, air conditioning, as well as other modern amenities including a full-service bar. The venue can accommodate up to 200 guests, with an average wedding size of 150 guests. Harvest Moon Pond holds between 50-70 weddings per year, plus live music nights and other smaller private events.

## **JOB BRIEF**

We are looking for an enthusiastic Bartender to provide an excellent guest drinking experience. Good Bartenders will be able to handle many tasks at once, be approachable with a positive attitude while exceeding customers' needs and expectations. Compensation includes hourly wage and tips.

## **GENERAL JOB DUTIES**

- Prepare alcohol or non-alcohol beverages for bar/venue patrons
- Interact with customers, take orders and serve drinks
- Assess customers' needs and preferences and make recommendations
- Mix ingredients to prepare cocktails
- Check customers' identification and confirm it meets legal drinking age
- Restock and replenish bar inventory and supplies
- Stay guest-focused and nurture an excellent guest experience
- Comply with all food and beverage regulations
- Assist other venue staff with transitions or space & closing duties

## **MINIMUM REQUIREMENTS**

- Must be 21+ years to apply.
- Bartender experience preferred, but not required
- Highschool diploma or GED certificate required.
- Ability to work on feet for a duration of 8 or more hours, lift 50+ pounds, & climb a ladder.

- Must be willing to work in all weather conditions, inside and out.
- Must enjoy hospitality and be service-minded.
- Must provide resume and proven working experience as a Bartender
- Excellent knowledge mixing, garnishing and serving drinks
- Computer literacy
- Positive attitude and excellent communication skills
- Ability to keep the bar organized, stocked and clean
- Must provide relevant training certificate
- Must be able to obtain bartending license within 30 days of employment

#### **REQUIRED SKILLS, KNOWLEDGE & ABILITIES**

- Must be a self-starter with the ability to multitask while excelling in a team setting.
- Must be reliable, efficient and an independent problem- solver that works well with limited supervision.
- Must have strong attention to detail & be highly organized
- Must be able to remain calm in stressful situations & handle customer conflict resolution in a confident and professional-manner.
- Must have a desire to serve others & have a positive attitude.
- Must have an approachable presence with good customer service skills and a professional appearance.
- Must be able to confidently interact with clients, serve them well & be a good listener.
- Must be able to recognize guest intoxication and handle accordingly.
- Must be confident in leading a team on event days, and completing assigned work.

#### **IDEAL CANDIDATE**

Friendly, organized, has a good memory and can communicate efficiently and effectively with a diverse group of customers. They are energetic, confident, have a strong knowledge of alcoholic beverages and practice good time management skills. They must be able to work quickly, in fast-paced environments and methodically.

#### **COMPENSATION/SCHEDULE/AVAILABILITY**

- Friday, Saturday & Sunday afternoon thru late night availability is required, with potential for other weekday shifts based on event schedule
- Must be willing to work at least 4 shifts per month
- Usual shifts are approximately 2PM-12AM
- This is a part time seasonal position (April – November)
- \$12-\$15/ hour plus tips

#### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

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#### **HOW TO APPLY**

Applications will be accepted until this position is filled.

Online Application: <https://harvestmoonpond.com/join-the-team/>