



Bartender Liquor Liability + Responsibility Policy

Bartender Job Description:

Bartenders should demonstrate genuine hospitality and deliver exceptional guest services in the bar area. Demonstrating genuine hospitality and delivering exceptional guest services in the bar area should include, but is not limited to:

- Mixing, garnishing, and serving alcoholic and non-alcoholic drinks according to company specifications for guests at the bar and in the restaurant
- Helping guests be aware of and choose menu items, taking orders and making guests feel taken care of during their visit
- Keeping the bar stocked and clean while always providing friendly and attentive service
- Adhering to company standards for serving alcoholic beverages. **All drinks must be entered into the system before being made and/or handed to guests.**
- Confirming all Tips entered are accurate and applied to the correct credit cards

Besides striving to provide excellent customer service, Bartenders are also responsible for Restaurant + Patron Safety.

Liquor Liability Responsibilities:

- Bartenders must be checking IDs. Physical ID must be presented. Cannot accept picture of an ID
- Out of state IDs should be checked by a manager
- All bar guests seating and drinking at the bar top must be 21 years of age.
- All drinks must be entered into the system before giving it to the guests.
- Tabs must always be updated and displayed in front of the guest.
- Significant others cannot sit at the bar top.
- Employees cannot sit at the Bar Top. Employees must be out of uniform, seated at a table, and ordering drinks from a server.
- Guests cannot order/receive two drinks at the same time.
- Bartenders cannot be serving guests to the point of intoxication or serving already intoxicated guests.
- Bartenders should not be calling last call earlier than 11:30pm from Sunday – Thursday, and no later than 12:30am Monday – Thursday.
- Bartenders should not be calling last call earlier than 12:30am Fridays and Saturdays, and no later than 1:30am.
- All guests should be out of the building by 1:00am Sunday-Thursday and 2:00am on Friday and Saturday

Failure to adhere to the expectations of Bartender Liability + Responsibility Policy will result in disciplinary action up to and including termination.

X _____ Print

Date: _____

X _____ Sign

Date: _____