



JOB DESCRIPTION

Job Title: Bar Manager
Department: Food & Beverage
Reports To: Food & Beverage Director
Salary/FLSA: DOQ
Posting Dates: Closing 09/07/2020

Job Summary: Handle the day-to-day operations of the bar and staff. Supervise and train employees. Ensure all health and safety procedures are being followed. Contribute to the overall success of the business.

Duties and Responsibilities:

- Ensure bar space follows all licensing requirements and health and safety guidelines.
- Mix drinks, pour and serve wine, beer, and other beverages as needed.
- Become knowledgeable of SmarTender/SmartBar system
- Train and supervise new bar staff.
- Maintain stock levels and order supplies when necessary.
- Organize the bar area to streamline drink preparation and inventory.
- Address customer inquiries and complaints.
- Handle complaints, conflicts, questions, and suggestions from bar employees.
- Open, run and close a till this includes handling money and credit cards; when needed.
- Other job duties as assigned.

Requirements and Qualifications:

- High school or equivalent; or relevant work experience.
- Must be able to work nights, weekends, and holidays.
- Ability to work independently, as well as lead, manage, and motivate a team.
- Willingness to work in a fast-paced environment and stay cool under pressure.
- Analytical skills and a solid understanding of business management practices and strategies.
- Experience working in as a bartender, server, or manager in a restaurant environment.
- Strong customer service, great memory, and interpersonal skills required.
- Must be 21 years of age or older.
- Must already have responsible beverage server training or be able to obtain training within 60 days from date of hire.
- Must be able to successfully pass a background investigation for a Tribal Gaming License or Permit.
- Must have successful employment history with the Spirit Lake Casino & Resort and/or other employers.

Physical Requirements:

- Physically able to stand and move for 8 hours or more.
- Able to lift and carry 25 or more pounds.

This is a full-time, non-exempt position with full benefits. Submit application to the Human Resources Department. Native American preference applies.