



## JOB DESCRIPTION

Job Title: Bar Manager  
Department: Food & Beverage  
Reports To: Food & Beverage Director  
Posting Dates: **Until Filled**

**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 SmartTender/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 duties as may be 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.