

JOB DESCRIPTION

Position: Barback

Reports To: Head Bartender & Event Managers

Eligibility: Part Time

POSITION OVERVIEW

The barback is responsible for setting up, stocking and breaking down the bar before, during, and after events. They will work closely with the Head Bartender in order to set the bars up for success. A great barback also communicates effectively with the bartenders to ensure the bars are fully stocked at all times. No prior bartending experience is required.

RESPONSIBILITIES

- Proper uniform and appearance standards at all times (shirts will be provided by PPHG) – don't forget your smile and a great attitude.
- Responsible Key Holder for liquor room and beverage walk-in cooler
- Pulling all product needed for each bar by reading and following bar pulls. On days with multiple events in a row, will be responsible for pulling the bar the night prior to an event.
- Setting up the bar, to include moving product, large coolers, bar tools, etc. to the bar locations.
- Monitor and log accurate counts of usage during event, ensuring usage sheet is completed by end of evening
- Responsible for communicating with bartenders to provide them with product, ice, glassware, etc.
- Removing and disposing of full trash cans and recycling bins throughout event
- Responsible for organization and cleanliness of beverage room, ensuring it is neat and orderly before and after each event
- At the conclusion of event, properly breakdown the bar, including but not limited to returning remaining beverages to the beverage room, bringing glassware to breakdown, disposing of trash and recycling, disposing of leftover garnishes, thoroughly cleaning and disinfecting the bar equipment and coolers,
- Responsible for having a wine tool at all times



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REQUIREMENTS

- No previous bartending experience required
- TIPS certification
- Timeliness and flexible schedule to include nights, weekends and holidays
- Available to work a minimum of 6 shifts per season all year
- Available to work a minimum of 12 shifts per busy season (March-April & September-November)
- PPHG property knowledge and understanding of each venue
- Ability to abide by Patrick Properties standards, policies and procedures
- Ability to prioritize and organize work assignments
- Ability to be a clear thinker, analyze and resolve problems, exercising good judgment
- Ability to focus attention to details
- Ability to work without direct supervision
- Must possess mature, professional demeanor to interact with vendors, staff and guests
- Ability to work cooperatively and professionally with other departments, with respect to the chain of command
- Ability to exert physical effort in transporting alcohol, coolers, and glass racks
- Must be able to lift coolers and product up to 50 pounds.
- Ability to stand on your feet for an extended period of time

THIS DOCUMENT IN NO WAY CONSTITUTES AN EMPLOYMENT CONTRACT. THIS OUTLINE INCLUDES BUT IS NOT LIMITED TO THE RESPONSIBILITIES OF THE BARBACK POSITION.

Accepted and Agreed,

Barback

Date

Director of Operations

Date