

# POSITION profile



**Sheraton**  
CAVALIER CALGARY HOTEL

Position **Bartender**

Responsibilities	<ul style="list-style-type: none"><li>• Greet and welcome guests to the Pub or Lounge.</li><li>• Prepare drink orders for servers.</li><li>• Take guest liquor orders for guests at the bar or lounge.</li><li>• Provide food, liquor and wine information to guests.</li><li>• Ensure guests are satisfied with their orders.</li><li>• Respond to guest concerns in a polite, professional manner.</li><li>• Settle all customer bills accurately according to cash, debit card, credit card or room charge billing, and cash out.</li><li>• Maintain good rapport with guests offering additional assistance as necessary.</li><li>• Ensure working areas are cleaned and organized on a regular basis.</li><li>• Restock/Replenish bar as necessary.</li><li>• Adhere to all standards under the Liquor Regulations Act.</li><li>• Perform all duties in a safe manner according to established safe work practices.</li><li>• Report any accidents, injuries, near misses and/or hazardous conditions.</li><li>• Other related duties as necessary.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Must be 18 for the purposes of serving alcohol.</li><li>• Previous food and beverage service experience.</li><li>• Good liquor service knowledge and experience.</li><li>• Well organized with have good cash handling skills.</li><li>• Friendly and professional demeanor.</li><li>• Physically fit; bending, lifting and continuous walking.</li><li>• Must be able to perform duties without supervision.</li><li>• Must be fluent in English, written and spoken.</li></ul>
Hours of work	Days of the week vary according to business levels. Shift vary between hours of 2:00pm – 1:00am; weekends and some holidays required.
Reports to	Pub Manager / Outlet Manager