

**Wisconsin Historical Society
Position Description**

Title: Food Service Assistant 1

Working Title: Bartender

LTE - 84803

Summary

Under the lead of the Bar Manager and the supervision of the Asst. Director, Operations this individual will provide bar, beverage and food service for private and public museum events, setting up stations, preparing and serving beverages, taking sales, controlling inventory and maintaining a safe guest environment.

Duties

70% A. Set up and operate bar stations at event locations serving alcoholic and non-alcoholic beverages in a responsible manner to Museum patrons

- A1. Prepare and serve alcoholic and non-alcoholic beverages consistent with the Museum's standard drink recipes.
- A2. Check identification of guests to make sure they meet age requirements for purchase of alcohol products.
- A3. Determine when a guest may have had too much alcohol and follow museum procedures to ensure the guest's safety.
- A4. Coordinate the work of Bartender Assistants working the event.
- A5. Collect payment and operate a POS system.
- A6. Wash glassware and utensils after each use.
- A7. Maintain a safe and clean work and guest service environment for staff and guests in all event spaces.
- A8. Clean event work stations before, during and after each event.
- A9. Serve guests in a friendly and helpful manner.
- A10. Assist in receiving and organizing stocks and displays of beverages.

A11. Assist in keeping all event facility prep, storage and service areas organized, clean and sanitary.

A12. Maintain strict and accurate inventories of alcoholic and non-alcoholic beverages and bar supplies.

A13. Maintain personal appearance according to museum standards and wear museum approved uniforms.

A14. Help maintain the security of event guests and the event facility.

A15. Record and report non-emergency incidents during after-hours events, (including guest feedback), to supervisor within 24 hrs.

20% B. Assist in Food Service Operations including banquets, picnics, food stands, grill stations and café service.

B1. Assist in serving food to museum guests.

B2. Learn and work in compliance with food safety and sanitation standards.

B3. Assist in the regular set up and tear down of event tables, chairs, and other equipment to prepare the event facility for operation and public use.

10% C. Provide museum, event and food service information to museum guests

C1. Become well versed in museum programs and daily events and be able to relay the information to museum guests in a clear and helpful manner.

C2. Become knowledgeable of facility rental, event and food service information and be able to relay the information to museum guests in a clear and helpful manner.

C3. Facilitate contact between event sales team and potential clients.

C4. Become knowledgeable of site safety and emergency procedures including locations of first aid supplies, storm shelter areas and emergency communication procedures.

C5. Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

- Knowledge of State Law concerning sale of alcoholic beverages.
- Knowledge of sanitation and safety standards.
- Have a current and valid bartender's license.
- Ability to mix and pour drinks accurately, quickly and without waste.

- Excellent communication and interpersonal skills and enthusiasm for providing great guest experiences.
- Ability to do basic mathematical computations, handle money, and operate a point-of-sale system.
- Guest service experience.
- Must be 18 years of age.
- Must be available to work days, evenings, nights, weekends and holidays.
- Ability to work with minimum guidance and supervision.
- Ability to work as a member of a team.
- Must be able to work both indoors and outdoors in air conditioned and non-air conditioned spaces and in hot or cold weather.
- Ability to lift up to 50 pounds, to stand for extended periods of time and to climb up and down stairs carrying 20 lbs.

Important Information

A criminal background check will be conducted prior to an offer of employment to determine if the circumstances of any conviction may be related to the job.

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.

Position Status/Benefits

Seasonal position April to December, (Schedule may include weekdays, weekends and some evenings and holidays) 8 - 24 hours per week; starting at \$12/hour. Limited Term Employment position. State residency required.

Contact

Please send a short cover letter and completed WHS Application for Employment to:

Robert Parker, Assistant Director - Operations, Guest Services
Old World Wisconsin
W372 S9727 State Rd. 67
Eagle, WI 53119
Office: 262-594-6303
Fax: 262-594-6342
email: robert.parker@wisconsinhistory.org

The Wisconsin Historical Society is an equal opportunity employer.