



Township of Huron-Kinloss  
 Hours as Required - Casual  
 Reports to the Parks and Facilities  
 Supervisor

Bartender  
 Open Availability Required

This position is responsible for following all safe alcohol practices established through Smart Serve and the Township of Huron-Kinloss, when running the bar at licensed events.

Responsibility	Tasks
Alcohol Service	Assist with the bar inventory before and after the event. This includes all bar stock, alcohol, beer, mix, cups, bar tickets etc.
	Verify identification of anybody thought to be under the age of 25.
	Ensure no illegal activities such as drug use or consumption of personal alcohol is taking place. Report any suspicions to security.
	No more than 2 drinks may be served to one person at a time.
	Monitor the event attendees to ensure over consumption does not occur, and if minors are permitted in the event, ensure they are not consuming alcohol. Report these suspicions to security.
	All signs of alcohol service must be removed from the event area within 45 minutes of the bar closing.

Responsibility	Tasks
	Bar tickets sales must stop at 12:45 am, and drink ticket refunds must take place by 1 am.
Customer Service	Ensure all persons in attendance are 19 years of age or older by verifying ID; unless event allows minors.
	Assist the arena staff, and the renter with balancing the cash receipts at the end of the event.
	Must refuse admittance to event or refuse service of alcohol to any persons who appear intoxicated, and report to security.
	Keep the traffic flowing around the bar area and ensure the customers do not loiter around the bar area.
	You can sell no more than 4 bar tickets to one person at a time.
Housekeeping	All empty beer and liquor bottles and/or cans must be stored in the locked bar storage room at the end of the event.
	The entire licensed area must be surveyed every 30 minutes for empty glasses and tidied accordingly.
Team Work	Working cooperatively with others to ensure all required tasks are completed .

Responsibility	Tasks
Other duties as assigned	No consumption of alcoholic beverages before, during or after working an event.
Qualifications	Minimum 18 years of age Smart Serve designation is mandatory Experience dealing with the public Experience handling cash

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.