

Bartender Lead

Scope of Responsibilities:

The **Bartender Lead** is responsible for overseeing the PRCC bar for alcohol service during events and special event rentals. This role includes staff management, ensuring compliance with Nova Scotia Alcohol and Gaming regulations, maintaining exceptional service standards, and managing inventory effectively.

Competencies Required:

1. Bar Management:

- a. Serve alcoholic and non-alcoholic beverages in accordance with Nova Scotia Alcohol and Gaming regulations.
- b. Ensure compliance with all legal requirements, including age verification and responsible alcohol service.
- c. Maintain a safe and enjoyable environment for patrons.

2. Staff Management:

- a. Supervise, train, and support bar staff during events.
- b. Schedule staff shifts as needed for events and rentals.
- c. Promote a positive work environment and lead by example.

3. Inventory Control:

- a. Manage bar inventory, including ordering, receiving, and stocking beverages and supplies.
- b. Conduct regular inventory counts and maintain accurate records.
- c. Monitor and minimize waste to ensure cost-effective operations.

4. Event Operations:

- a. Set up and break down the bar area for events.
- b. Collaborate with event organizers to ensure smooth service and meet event requirements.
- c. Handle cash and process payments accurately using the POS system.

5. Customer Service:

- a. Provide excellent customer service, ensuring guest satisfaction.
- b. Address customer inquiries and resolve any issues professionally.

6. Health & Safety:

- a. Follow all health, safety, and hygiene regulations.
- b. Maintain cleanliness and organization of the bar area.

Qualifications:

- Successful completion of a Criminal Record Check
- Successful screening through Child Abuse Registry.
- Must be legally entitled to work in Canada, must have resided in Nova Scotia at least six months prior to start of employment
- **Must have** a valid **Serve Right** certification (Nova Scotia Alcohol and Gaming). or willing to learn prior to the start of the position.
- First Aid, CPR or willingness to obtain
- Previous experience as a bartender, with experience in a lead or supervisory role preferred.
- Strong knowledge of alcohol service regulations and best practices.
- Excellent communication and leadership skills.
- Ability to work flexible hours, including evenings, weekends, and holidays.

Hours: This position is available in part time hours depending on PRCC Events and rentals that request bar service. Opportunities for more hours through development of ideas for increased bar events is available.

Salary: \$17.00/hour plus 4% vacation pay.

Benefits:

- One Free Registration in PRCC Childcare Program - Before and After School. (If space is available) Does not include day camps or summer camps. (Part and Full Time Staff Only)
- Free Fitness Centre Membership
- Opportunities to Participate in PRCC Offered Recreational/Sport Programs at no cost.
- 15% off Facility Rentals
- Free Professional Development Opportunities
- Availability to Work Multiple Positions at PRCC