



(revised 4/26)

Bartender

The Arrowhead follows iron range traditions of good times downtown, serving tap and craft beer, signature drinks, snacks, coffee and sweets, along with store merchandise. Enjoy a fun working environment with awe inspiring tin ceiling, prism windows, artwork and collections! All new bar equipment will make for smooth operations. If you have the skills and winning personality to make The Arrowhead a memorable experience, this is an opportunity for a great job in downtown Virginia Minnesota.

Bartender Job Requirements and Responsibilities:

- Provides a pleasant beverage and snack experience to customers.
- Serves drinks & snacks while maintaining a clean and sanitary bar area.
- Sells Coffee, pastries & store merchandise
- Attends to the detail and presentation of each order
- Prepares and maintains ingredients by following recipes.
- Operates a quick cook oven for Pizzas, snacks & pastries
- Makes coffee, sells Pastries.
- Adheres to proper alcohol handling, sanitation, and safety procedures, and maintains appropriate dating, labeling, and rotation of all beverage items.
- Coordinates daily supply inventory for bar and submits orders to supervisor; assists with receiving deliveries.
- Contributes to daily, holiday, and theme drink & snack menus in collaboration with supervisor.
- Ensures smooth operation of bar services during absence of supervisor.
- Completes cleaning according to daily and weekly schedules, including dishwashing.

- Assists with orienting new employees to their work area.
- Listens to customer complaints and suggestions and resolves complaints.
- Instructs personnel in use of new equipment and cleaning methods and provides efficient and effective methods of maintaining work area.
- Participates in and/or contributes to programs, committees, or projects designed to improve quality of service and employee productivity.
- Assists with special events including Trivia, Bingo, Music and additional events as scheduled.

Work Hours & Benefits

The Bartender position is a part time position. Scheduling includes 4–8-hour shifts during the hours we are currently open: Thursday – Sat, 4-10 pm. We plan to expand to additional days & earlier hours starting this summer. Employees earn sick & safe time. Starting salary for the Bartender position is \$14 per hour. Enjoy working at a fun location in downtown Virginia Minnesota!

Bartender Qualifications/Skills:

- Demonstrated knowledge of and skill in ability to safely and effectively operate standard beverage service equipment
- Adaptability
- Decision-making
- Customer service
- Oral communication
- Planning, problem solving, and teamwork
- Developing budgets
- Self-motivated
- High energy Level
- Multi-tasking

Education, Experience, and Licensing Requirements:

- High school diploma or GED
- Minimum two (2) years of bar or restaurant experience to include drink preparation preferred or can train if the right candidate.

- Current beverage service certification or other certification as required by federal/state/local law
- Familiar with point-of-sale computers and software using Square Register
- Comfortable using a computer, utilizing Email & Microsoft Office

Applications

Does this job sound like you? Are you a good match for the position? Apply now if you possess the qualifications required & would like an opportunity to work in a newly remodeled & enjoyable atmosphere at The Arrowhead.

We are located 412 Chestnut St, downtown Virginia MN and will be interviewing soon.

Fill out an Arrowhead application (available as a download at www.canelakescandies.com or pickup an application and job description at Canelake's Candies, 414 Chestnut St, Virginia MN. Add a resume (recommended).

- Return your completed application in person during open hours or mail to : The Arrowhead, 412 Chestnut St, Virginia MN. 55792.