

METROPARKS OF BUTLER COUNTY
Board of Park Commissioners

Approved
01-07-09
Ex Dir

POSITION DESCRIPTION

TITLE: Room Host / Bartender

GRADE: 00.0 (Intermittent, Part Time) This is an intermittent part time hourly position as work will include extended hours and/or an irregular work schedule, including evenings, weekends and holidays

STATUS: Regular. Employee does not routinely supervise other staff members

REPORTS TO: Facility – Events Co-Manager or as assigned

GENERAL DUTIES: Under supervision of the Facility - Events Co-Manager performs a variety of general-purpose duties as required to facilitate the rental, food service, bar service and associated operational maintenance needs at the Voice of America Park.

FUNCTIONS AND RESPONSIBILITIES:

1. Food and bar service duties may include handling, preparation of and selling food, beverages (**alcoholic and/or non-alcoholic**) and other items, stocking shelves and cleaning the kitchen, concession areas, stock rooms, patio, gazebo, and Lodge areas including the associated restrooms. Follows MetroParks policies and health regulations relative to the safe preparation, handling and sale of food.
2. Moves, sets up and takes down tables, chairs and other equipment. Help clients set up and troubleshoot audio-visual equipment. Provides assistance to management staff and clients before, and after during rentals.
3. Tracks sales, uses cash register, issues receipts, makes change and handles cash and other payments accurately and, pursuant to established accounting procedures, assists with inventory as assigned, answers the telephone using proper telephone etiquette, takes messages and handles routine requests for information as instructed.
4. Meets and deals with the public in a professional, helpful and pleasant manner. Acts as a good-will ambassador for the MetroParks at all times. Maintains a professional, cooperative working relationship with other staff members.

5. Agrees not to accept gratuities or tips of any kind from park visitors, clients, or anyone else for services performed as part of this position.
6. Operates non-licensed motor vehicles or APVs.
7. Follows Board policies in *Employee Guide* and *Employee Safety Manual*.
8. Maintains confidentiality on sensitive issues and nonpublic records.
9. Other duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED; minimum of 21 years of age at the time of employment, competent working knowledge of Ohio statutes relative to the preparation, sale, handling and/or dispensing of alcoholic beverages is required of candidates for and employees in this position. Competent working knowledge of Ohio and local regulations relative to the safe preparation, sale, handling and food in a retail environment and previous retail experience is preferred for this position.
2. Knowledge of audio-visual equipment setup including but not limited to: projectors, DVD players, VCRs, notebook computers, and PowerPoint software is preferred. Ability to operate a cash register to track and accurately handle payments and make change is also necessary.
3. Must be able to lift and carry for at least 50 feet a cardboard container containing 24 full 12 oz glass beverage bottles and other items of equivalent weight.
4. A valid certification in CPR from the American Red Cross or the American Heart Association is required of applicants or applicants must become certified within six months of date of hire. Current employees (those employed as of April 15, 2008) shall become certified within one year, or before April 15, 2009. Once certified, all employees in this position shall remain so certified throughout employment.
5. Ability to deal tactfully with the general public and co-workers as well as the ability to communicate effectively with fellow employees and the visiting public; general good health and ability to perform the physical labor tasks required of this position and having the ability to effectively, efficiently, and safely complete assigned tasks in a timely manner are all also required for this position.
6. Availability for a flexible and intermittent work schedule and ability to work independently and take initiative when required are necessary for candidates for employment and employees currently working under the provisions of this position description.

7. Good character with no history of serious criminal activity (felony convictions) is required of all persons who are candidates for employment or employees currently working under the provisions of this position description.

Alternates to the above qualifications may be allowed as approved by the Executive Director.