



## **Hotel Cerro Job Description – Head Bartender**

**Position Title:** Head Bartender, supervisor (FT Hourly)

**Lines of communication: Reports to:** F&B Manager, Asst. F&B Manager

**Responsible for:** Bar Program, daily beverage service

**Liaises with:** Bartenders, Servers, Support Staff, Events Supervisor  
F&B Manager, Kitchen Staff

### **Position Summary:**

In coordination with the F&B Manager develop and maintain a dynamic, seasonal and accessible craft bar and beverage program in keeping with Hotel Cerro and Brasserie SLO branding guides. Relying on your experience of craft spirits and modern and classic cocktails, produce menus and recipes for the Brasserie bar, Lobby Lounge, Mission Fig Patio, Pool Deck, and special events. In Coordination with the F&B Manager develop and maintain SOPs for the bar and beverage program.

### **Duties and Responsibilities:**

Duties and Responsibilities will include but not be limited to the following:

- Overall responsibility for daily bar and beverage operations
- Overall responsibility for initial and on-going training and supervision of bar and bar support staff
- Meet regularly with F&B manager to review feedback, inventory, and plan for each week.
- In coordination with F&B Manager develop and implement policies and procedures, service standards, and training materials.
- Prepare in-house-made: bitters, shrubs, syrups, batches, ice, etc.

- Maintain pars in all beverage outlets and ensure adequate stock based on events BEOs
- Daily, weekly and monthly inventories
- Ensure all liquor control procedures are followed according to applicable state and local laws and Hotel Cerro guidelines
- Prepare Daily sales reports, cash deposits, and service charge disbursements in accordance with established Hotel Cerro policies
- Maintain a high level of morale and productivity
- Follow local Health Code and Guidelines to ensure safe and quality products
- Review sales and loss of all department production
- Maintain all restaurant collateral, menus, and printed materials in good condition

### **Prerequisites:**

- Strong verbal and written communication skills. Multi-lingual ability is a plus
- A highly driven and motivated individual with innate hospitality nature
- Creative and dynamic mixologist
- Deep commitment to craft-made products
- Working knowledge of classic and modern service standards
- Knowledgeable of Central Coast wines, beer styles
- Knowledgeable of pan-European cuisine
- Flexible in terms of working hours and schedules
- Able to endure long periods of standing, walking and lifting up to 45lbs
- Prior supervisory experience
- Distillery experience helpful

### **Education**

- Food Handlers Manager, within 30 day of hire
- RBST Certificate, within 30 days of hire

### **Experience**

- 3+ bartending experience
- 1+ year supervisory experience
- Hotel F&B experience helpful