



**POSITION TITLE – BAR ATTENDANT**  
**PT OPEN TO - (EXTERNAL POSTING)**

**NUMBER OF OPENINGS – (1)**  
**POSTING DEADLINE – Until Filled**

**Job Overview:**

The Bar Attendant shall serve alcoholic and nonalcoholic drinks, prepare and serve delicatessen and concession items for guests of our facility as well as to our team members serving our guests. Kitchen short order cooking. Additional responsibilities include but are not limited to the sale of retail items and racing programs.

**Duties and Responsibilities:**

- Maintain complete knowledge of all menu items. Liquor brands, beers, non-alcoholic selections, daily special products and services available in the assigned venue
- Be able to provide information regarding hours of operation for the Poker room and simulcast as well as answer questions about events
- Greet guests, takes and prepares beverage and food orders while effectively utilizing the POS system,
- Responsible for complying with established policies on Reasonable Service of Alcohol
- With assistance from the Beverage Manager, assures each individual site is in compliance with CEG's Alcohol Policies & Procedures regarding the sale of alcohol.
- Ensures sufficient inventories are maintained to meet the needs of the beverage operation
- Ensures that all applicable reports are completed in a timely manner
- Ensures the physical condition of the premises are maintained in a safe, healthy manner
- Ensures that all applicable operating policies and procedures are adhered to at all times without deviation and be extremely knowledgeable of the Minimum Internal Control Standards, Alcohol Policies & Procedures, and Fiscal Policies and Procedures
- Anticipates the needs of internal and external guests, responds promptly and acknowledges guests even when busy
- Ability to professionally answer and transfer phone calls as needed
- Maintain a neat, clean, and professional appearance
- Other duties & responsibilities as assigned
- Understand how to prepare all menu items
- Will be responsible for Cooking, kitchen prep and clean up
- Clean and stock both kitchen and bar inventory as required

**Job Requirements: (please ensure you meet the listed requirements prior to applying)**

- High School diploma or GED
- Must be twenty-one (21) years of age or older
- A minimum of one (1) year related experience
- Must be able to pass Safe Staff Food handlers Certification within 3 months of starting this position
- Must have a Florida D.B.P.R. Gaming License (or the ability to obtain and maintain a license)
- Must possess a high level of maturity, dependability, and punctuality
- Ability to speak effectively before groups of customers or employees
- Must be able to deal with problems involving several concrete variables in standardized situations
- Demonstrated ability to communicate, in English, effectively both verbally and in writing, and understand and carry out instructions furnished in written, oral, or diagram formats
- Must successfully complete TIPS training within 3 months of starting this position
- Must be able to perform basic mathematical calculations; a skills test may be administered
- Willing to travel and participate in training as recommended or required
- Must have willingness and ability to work in a high noise environment
- Must have the ability to stand and walk for extended periods of time
- Must have the ability to lift and carry 25 lbs

**To apply for this position – Please complete a job application at 501 Racetrack Drive Gretna FL or submit a resume.**