

**THE
SANTA FE
OPERA**



**The Santa Fe Opera
Job Description – Bartender Staff**

The Santa Fe Opera is seeking staff to conduct alcohol transactions at The Santa Fe Opera's bars and private dinner events. Sales happen at a fast pace during preshow and intermissions. Candidate needs to be familiar with basic bar tender skills and have the ability to move quickly while creating a friendly and engaging experience for patrons of the Opera. This position requires the ability to work as a team member while exercising judgment and initiative.

Employment Standards

Duties:

- Contribute to a strong customer service ethic. Provide Santa Fe Opera patrons efficient, friendly service, ensuring the safety of all. Responsible alcohol serving is mandatory, as outlined in New Mexico State law and Santa Fe Opera employee policies.
- Report as scheduled for events to the appropriate locations. Bartenders will receive a weekly schedule in advance. Clock in and out on assigned time clock.
- Assure bars are properly stocked and maintained in a safe and clean manner.
- Set up serving area in advance in order to be ready to serve at the appointed opening time. Replenish items as needed.
- Ask for appropriate ID for anyone who appears to be under the age of 30.
- Operate cash register point of sale system to conduct cash and credit card transactions.
- Break down and clean area as instructed.
- This job requires the ability to work efficiently in a busy environment; this includes the ability to provide quality patron service while adhering to and enforcing policies and procedures.

Skills - Requirements:

- Bartender skills and knowledge are required.
- Operate a point of sale program.
- Conduct cash transactions in a timely and accurate manner with accurate cash counting.
- Applicant must hold a current *New Mexico Alcohol Server Permit*.

- Communicate effectively.
- Willingness to work evening and weekend hours required.
- Ability to stand for long periods of time is required.

Hours/Restrictions:

- Up to 40 hours per week, on performance evenings only. The Opera bars operate from 5:00 pm until post intermission (typically 10:30 p.m.) Some flexibility of hours may occur due to scheduled events during the course of the year. Weekend work is necessary (hours over 40 per week paid at time and a half).
- This is a seasonal, hourly, non-exempt position.
- Wages begin at \$14.60/ hour plus tips.

Uniform:

- Neat and professional appearance is required. Dark pants or skirts preferred with white shirts/ blouses and ties if appropriated. Dark comfortable shoes.

Desirable Attributes:

- Excellent customer service skills.
- Computer literacy.