



## **Bartender**

**Filoli Historic House and Garden is a beautiful 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories. We envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life.**

### **SUMMARY**

The Bartender will establish the smooth and efficient running of the bar by ensuring that setup, execution, and communication functions and duties are carried out in a professional, exact, and prompt manner. The Bartender will provide excellent customer service while pouring alcoholic and non-alcoholic beverages. The role will also include cash handling, inventory management, and communicating with multiple departments.

This is a part-time position (up to 29 hours per week, flexibly scheduled) that will require evening and weekend hours. Dependent on candidate experience, the salary range is \$18 - \$20 per hour and this position is eligible for holiday, sick leave, vacation (at part-time rate) and 401(k) (eligible after 6 months of employment). Typically, the Bartender will work Thursday through Sunday for 20-28 hours per week (average of 22 hours per week).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Must be legally able to sell and serve alcohol at a beverage bar;
- Directly manage day-of setup, inventory, and public-facing bar duties;
  - Duties include stocking bar supplies, setting up the bar to the Filoli Events Manager's presentation standards, selling alcoholic beverages and nonalcoholic beverages to the public;
- Effectively work with diverse personalities and skills of staff, volunteers and guests;
- Maintain a fun, safe atmosphere for guests;
- Occasionally assist Filoli's on-site operations personnel (i.e. Visitor Services staff, Facilities, janitorial, etc.) in moving museum equipment (i.e. stanchions, kiosks, signage, furniture, etc.);
- Physically pull and distribute alcohol and other F&B supplies for public sales;
- Ensure all physical breakdown of bars is completed and coordinate with other departments to ensure venues are back to usual state for public;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

### **SUPERVISORY RESPONSIBILITIES**

This position will occasionally work with volunteers.

### **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below - Must be legally able to sell and serve alcohol at a beverage bar:

**Education and/or Experience:**

**Education:** High School Diploma or equivalent GED

**Experience:**

- Minimum of at least 1 year of experience in hospitality with a focus on food and beverage;
- Basic knowledge about wine and beer or willing to learn;
- Possess current Food Handler's Certification (or obtain within 30 days of hire);
- Experience and knowledge of Microsoft Office products and Google Applications a plus;
- Experience with volunteers is a plus;
- Knowledge of Square software a plus.

**Skills and Abilities:**

- Must be observant of multiple activities at the same time and have the ability to think critically and efficiently;
- Be a skilled communicator (listening and speaking) with excellent problem solving, observation, and interpersonal skills to clients, vendors, staff and volunteers;
- Effectively and calmly work in a fast-paced, change oriented environment while maintaining a professional and respectful demeanor;
- Ability to multi-task independently and demonstrate strong time-management, organization, details, accuracy and follow-through skills;
- Read and interpret documents such as safety rules, operation and maintenance instructions and procedural manuals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A current Food Handler's Certification is required (or obtained within 30 days of hire). A valid Driver's License is required.

**PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry items up to 50 pounds;
- Physically conduct inventory in storage unit, pull and carry beverage cases, set up and move bar unit/tables/chairs;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry, push/pull, and bend frequently as well as sit for long periods of time at a computer.

**HOW TO APPLY**

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

**Please visit our website for more information: [www.filoli.org](http://www.filoli.org)**

Filoli is an equal opportunity employer who values diversity in the workplace.