



POSITION: Restaurant Bartender  
REPORTS TO: Restaurant Manager  
DEPARTMENT: Food & Beverage  
FLSA STATUS: Non-Exempt

### **SUMMARY**

Bartenders prepare and serve drinks to customers in bars and restaurants at the Chesapeake Energy Arena and the Cox Convention Center.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. All other duties and responsibilities may be assigned.

- Responsible for ensuring compliance with SMG's Nine Steps to Responsible Alcohol Beverage Service to include:
  - Checking customer's identification in order to verify age requirements for purchase of alcohol.
  - No more than a 2 drink minimum per person.
  - No service to intoxicated customer.
- Take beverage orders from serving staff or directly from patrons
- Basic recipe knowledge for common cocktails, wines and spirits
- Ability to mix ingredients, such as liquor, soda, water, sugar, and bitters, in order to prepare cocktails and other drinks.
- Complies with Health Department and ABLE Commission regulations
- Order or requisition liquors and supplies, as needed during events
- Accountable for all physical inventory
- Ability to operate POS cash register
- Maintain accurate cash handling procedures at all times
- Accurate counting of cash and coins
- Maintain cleanliness of assigned area and bar equipment
- Arrange bottles and glasses to make attractive displays
- All other duties and responsibilities as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position has minimal supervisory responsibilities. In the event supervisory responsibilities are temporarily assigned, they must carry out supervisory responsibilities in accordance with SMG's policies and applicable laws.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **EDUCATION AND/OR EXPERIENCE**

- High School Diploma or Equivalent
- At least 21 years of age or older
- At least 1 year of experience at a high volume facility required

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current ABLE commission alcohol beverage permit required

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong customer service skills
- Ability to work with other staff members in the facility
- Excellent organizational, planning, communication and inter-personal skills.
- Ability to undertake and complete multiple tasks
- Ability to be creative and maintain a quality product
- Attention to detail
- Ability to work in a fast paced environment

## **PHYSICAL REQUIREMENTS**

- Consistently standing
- Manual dexterity to handle coins and currency
- Repetitive motion of the wrists, hands, and fingers.
- Occasional stooping and bending
- Repetitive lifting and reaching with hands and arms
- Exerting up to 50 pounds of force occasionally, and /or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

## **WORKING ENVIRONMENT**

- May be exposed to vibrations during events caused by extreme noise.
- May be exposed to strobe lights/lasers during events.
- Moderate to extreme exposure to noise during events.

## **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Travel negligible
- Shifts vary – Required to work any shift needed (as scheduled)
- Ability to work irregular hours, including nights, weekends, and holidays.

TO APPLY:

*Submit Resume & Cover Letters to:*

Human Resources Coordinator  
Chesapeake Energy Arena-Cox Convention Center  
One Myriad Gardens  
Oklahoma City, Ok. 73102  
[hrsmg@chesapeakearena.com](mailto:hrsmg@chesapeakearena.com)  
Fax (405) 605-8037  
Phone (405) 602-8500

Applicants who need a reasonable accommodation to complete the application process may contact (405)602-8500.

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**