



Position- Suite Bartender
Facility Name- SMG The Oncenter
Location- Syracuse, NY

POSITION: Suite Bartender
DEPARTMENT: Banquets
REPORTS TO: Banquet Manager
FLSA STATUS: Non-Exempt Hourly

Summary

Prepare for, serve, maintain and clear various functions including, but not limited to; buffets, receptions, plated meals and refreshment breaks. Follow directives to ensure all expectations of the function are met. Ensure client and guest satisfaction. All duties are to be performed in accordance with New York State laws and regulations as well as Company policies, practices and procedures. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Uses strong beer, wine, and mixed drink knowledge to provide fine dining level bar service to guests for all events consistent with LCC Standards of Service. Knowledge of standard and common specialty drink recipes is required.
- Initiate and maintain friendly and professional contact with guests ensuring that all needs and anticipated and met. Must exceed guest expectations for customer service.
- Setup and maintain bar stations in various locations throughout the building consistent with LCC Standards of Service.
- Maintain and control cash registers and alcohol inventory for bar stations in fast paced and pressure situations. Must demonstrate accuracy in inventory and cash handling procedures.
- Maintain all event areas and front of house staging areas in a tidy and organized manner.
- Participate in both setup and clean up of food and beverage service items.
- Must be able to work responsibly and may be unsupervised on occasion.

Qualifications

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

- Ideal Candidates must have strong verbal communication skills and a professional demeanor
- They must be self-motivated and be able to stand for long periods of times
- Candidate must be personable and guest service driven

Education and/or Experience

- 2 years food and beverage experience desired
- High School Diploma or equivalent desired

Certificates, Licenses, Registrations

- ServSafe certification a plus.

Skills and Abilities

- Good oral communication skills and the ability to read, write and communicate effectively in English.
- Excellent hospitality and customer service skills, knowledge of food and beverage preparation, service standards, guest relations and etiquette.
- Ability to understand directives.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting.
- Ability to work in a noisy environment.

Hours of Work

- Flexible part-time schedule including some long shifts, nights, weekends and holidays on an on-call basis.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Apply at- <https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite>

Hali Greenhouse, HR Generalist
The Oncenter
800 South State St.
Syracuse, NY 13202

Applicants that need reasonable accommodations to complete the application process may contact 315-435-8062

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