



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

JOB DESCRIPTION

City Center-City of Glencoe

Title of Class: Part-Time Event Staff/Bartender

Effective Date: September 16, 2016

Pay Status: Non-Exempt

Pay Range: \$11.00 - \$14.00/hr.

DESCRIPTION OF WORK

General Statement of Duties: Responsible for bartending and general guest service at a variety of events at the City Center including weddings, dances, and other rentals.

Supervision Received: Direct report to the Liquor Store Manager and the Assistant City Administrator.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

1. Assist with bar set-up as directed by the Liquor Store Manager.
2. Bartends during events providing courteous and prompt service to renters and guests.
3. Bus tables during the duration of the event as well as dispose of the garbage and recycling in the exterior containers as needed.
4. Assist with the end of the event bar clean-up and tear down.
5. Ensure that all tables have been cleared of garbage at the end of the event.

Mayor: Mark Hueser

City Administrator: Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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6. Ensure all recycling and garbage containers (including bathroom garbage containers) have been emptied at the end of the evening.
7. Assist with tearing-down and setting-up tables and chairs when necessary.
8. Accurately communicates information regarding any problems that may arise with the event schedule, access to the rental room, or issues pertaining to amenities reserved or rented to the City Center Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Skilled with greeting and assisting the public in a professional manner.
2. Previous bartending experience preferred, not required.
3. Ability to communicate effectively both written and orally.
4. Ability to work independently within established guidelines.
5. Must be flexible with schedule and willing and able to work weekends.

PHYSICAL REQUIREMENTS

May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds. Work is performed typically with extended periods of standing; sitting, walking, bending, stopping, and reaching are required on a frequent basis.