

## **Bartender**

Location: Montpelier, VT

Part time

Caledonia Spirits is looking for bartenders to join our hospitality team.

Founded by a beekeeper, Caledonia Spirits was built on a vision to connect cocktail culture to agriculture. We are passionate about the spirits we produce, including Barr Hill Gin, America's Most Awarded Gin. Our work is fueled by the values of environmental stewardship, social responsibility, and continuous learning.

At Caledonia Spirits we believe diversity makes us better. For us, it is not just about being an Equal Opportunity Employer, which we are proud to be. It is about inviting different experiences, backgrounds, and perspectives to our work; and making conscious efforts to reach out to candidates who can bring different ideas and perspectives to what we do and create together.

We invite passionate people, committed to excellence, to join our team. We welcome applicants of all races, religions, colors, national origins or places of birth, ages, sexes, sexual orientations, genders, gender identities, and abilities. We welcome those who have served our country. We invite you to make our team richer and better.

The following duties and responsibilities reflect the essential functions of the position, but do not restrict the assignment of additional tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greet customers in a friendly, professional manner and lead by example to new hires.
- Provide beverage service to customers according to company standards, techniques and protocols outlined in the company Bar Manual, including but not limited to: opening/closing the bar and front-of-house; cash drawer duties; style of service and guest interactions.
- Assist Bar Manager with daily, weekly and monthly administrative duties as directed: inventory, ordering, invoice management.

- Assist with all aspects of service preparation: mise en place, prep, batching, stocking.
- Assist management with training all new hires, with a focus on coaching and mentoring best practices.
- Assist and direct the kitchen team with daily prep lists and help communicate and prioritize projects.
- Staff retail space, assist customers, complete merchandise transactions, and provide customer service according to company standards, techniques and protocols as needed.
- Perform housekeeping tasks as required to maintain a high-level of cleanliness, order and safety in all of the front-of-house spaces, including the bar, kitchen, retail space, outdoor patios and the customer bathrooms.
- Assist in monitoring and assessing safety within the bar and front-of-house spaces and consult with management to effectively respond to and proactively address safety concerns according to proper/established protocol.
- Operate within health and safety and Vermont DLC compliance requirements.
- Respond to customer concerns with respect and with the intent to fully resolve the issue(s) of concern; report significant issues to management according to established protocol.
- Active participation in research and development for menu creation and bar products.
- Maintain knowledge of the company's distilling practices and history and share the story of the brand with customers.
- Assist with set-up, clean up, serving, prepping and other tasks as necessary for on and off-site events.
- Lead guest tours and host VIPS as necessary/requested.
- Complete other projects and perform other duties in support of the company goals and objectives, as requested.
- Attend required company meetings, training, seminars, landcrafted tours and annual company Summit.

Preferred 2 years minimum bartending and hospitality experience

Required Knowledge and Competencies

- Knowledge of spirits, wine and beer, and working knowledge of standard, classic drink recipes.
- Knowledge of crafting high end cocktails.
- Working knowledge of bar equipment and cocktail tools.
- Ability to prepare high-quality cocktails and food items according to company standards and specified recipes/instructions.
- Ability to present and maintain a friendly, professional demeanor while at work.
- Exceptional customer-service orientation, with the ability to recognize and utilize customer complaints as opportunities to build brand loyalty.
- Excellent interpersonal communication skills.
- Ability to follow and adhere to instructions, directions and guidance on processes, procedures and practices for bar and retail operations.
- Basic math skills and ability to use cash registers and other POS equipment to process cash and credit card payments.
- Ability to read, write, and speak the English language at a level sufficient to understand Vermont's Liquor Laws and Regulations (per the Vermont DLC).
- Ability to problem-solve with a solutions-oriented approach and to successfully manage and resolve conflict.
- Ability to represent the company and the brand in a professional manner.
- Basic skills with computer equipment and software.

#### Physical and Other Requirements

- Required to comply with all company policies and safety standards.
- Consistent, predictable presence at work according to assigned shifts, including nights, weekends, and holidays, as scheduled.
- Frequently required to use kitchen equipment and food and beverage preparation and serving tools.
- Frequently required to work in a fast-paced environment and quickly, successfully complete multiple tasks of varying complexity.

- Frequently required to move about and navigate a variety of physical environments, including the bar and other cocktail service spaces (including outdoor service areas), the bar kitchen, retail spaces, and storage rooms.
- Participation in training sessions, presentations and meetings, on- and off-premises.
- Regularly required to lift and transport objects weighing up to 30 pounds.
- Ability to maintain confidentiality required: regularly exposed to confidential, non-public information relating to the business.