

JOB SUMMARY:

To provide responsible alcohol beverage sales and service for the Township of Guelph/Eramosa's rental Facilities including Community Centres and outside Pavilions in accordance with the Township's Municipal Alcohol Policy.

IMMEDIATE SUPERVISOR:

Community Programs Manager

STATUS:

Casual Part-time

HOURS:

Casual – Hours vary as required

TITLES OF POSITIONS REPORTING TO THIS POSITION:

None

KEY DUTIES & RESPONSIBILITIES:

- Responsible for bar set-up and closure
- Inventory Alcohol with AGCO permit and receipt
- Ensure the renter has all receipt (s) for alcohol and that the permit is posted
- Ensure the permit covers the entire time alcohol is being served
- Only alcohol listed on the permit can be served
- Interacting with guest to obtain drink orders and serve drinks
- Checking government issued ID and enforcing the guidelines of Smart Serve Ontario and the Townships Municipal Alcohol Policy
- Build, foster and sustain a positive public image
- Develop, foster and sustain effective working relationships with other Township staff
- Other duties as assigned

EDUCATIONAL REQUIREMENTS:

- Minimum Grade 12 or equivalent


SKILLS & QUALIFICATIONS:

- Past experience bartending is an asset
- A valid First Aid and CPR certificate is an asset
- Smart Serve Certificate
- Capacity to work both independently and in a team environment
- Ability to adapt to the daily/nightly challenges associated with a busy work environment
- Excellent communication and customer service skills
- Strong problem solving, conflict management and organization skills

EFFORT & WORKING CONDITIONS

- Flexible working hours –weeknights and weekends
- Involves mental, physical, and visual concentration
- Duties require physical exertion
- Periods of standing
- Working environment contains moderate risks which require planned safety precautions and training

Approved by:

By: 
CAO

On: September 24, 2021

*Created - January 28, 2010
Updated: October 2021
Updated July 2025*