

The University of Akron
Classification Specification

Job Title:	Head Bartender/Server	Job Code:	42411
Job Function:	Staff	Grade:	112
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;7/1/99

Job Summary:

Serves customers in the grill and banquet rooms, takes inventory of bar stock and may work off premises for various parties.

Essential Functions:

75% Serves customers in the grill and banquet rooms.

10% Restocks inventory and supplies while maintaining high standards of cleanliness and safety.

10% Sets up bars for the purpose of delivering quick and effective service.

5% Prepares and organizes for evening functions.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience as a bartender and/or server. Strong customer service and organizational skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.