

**Job:** Bartender at Riggs Beer Company

**Job Type:** Part-time/seasonal/event

We are looking to hire highly motivated professional bartenders who are committed to achieving customer satisfaction by providing friendly, courteous, helpful, timely, and professional service to all guests in our Tap Room and Beer Garden, at special events, private parties, specialized tastings, and more. Knowledge of the nuances of various beers is preferred (not required if willingness to learn is demonstrated).

Great candidates for the positions will be friendly, tactful, and attentive when dealing with customers. Excitement about beer is a plus. Applicants should pride themselves on providing excellent customer service through sharing information about our beers and our company. They will demonstrate high attention to detail and will be self-motivated to succeed. Job training will be provided; additional professional development related to the beer industry will be offered. We are a small family business, looking for bartenders to join our team who are willing to do what it takes to get the job done.

Experience bartending or in the hospitality industry, knowledge of brewing, or interest in beer are pluses. Flexibility to work evenings, weekends, and holidays is required. Must be personable, energetic and enjoy working with people. Must be dressed neatly, well-groomed, and in company approved uniform at all times.

**All applicants will:**

- Be courteous, energetic, hospitable, teamwork-oriented individuals
- Be flexible with scheduling (evenings, weekends, holidays, special events)
- Display professional image and demeanor at all times
- Have knowledge of and be in compliance with all local, state, and federal laws and regulations in regards to training and service of alcohol in the state of Illinois.
- Be of legal age to serve alcohol in the state of Illinois

**Skills/Aptitude:**

- Present self in a highly professional manner to others and understand that honesty and ethics are essential
- Ability to maintain a positive attitude
- Demonstrate a willingness to learn new things
- Ability to communicate with professionalism and respect
- Maintain a professional relationship with all coworkers, vendor representatives, managers, customers
- Ability to use a cash register system
- Listen carefully to customer orders, explain menu items, and make recommendations
- Converse with customers on a variety of subjects, to create a friendly and welcoming environment at the bar
- Be open to learning
- Demonstrate maturity of judgment and behavior
- Maintain high standards for work areas and appearance
- Demonstrate reliability to show up for scheduled shift on time with regularity
- Be willing to accept direction from supervisor

- Ability to remember and recite menu items and facts about specific beers
- Ability to multi-task
- Maintain facility cleanliness
- Be able to communicate fluently in English

**Physical Requirements:**

- Significant walking or other means of mobility
- Ability to work in a standing position for long periods of time (up to 8-10 hours)
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 30 pounds and occasionally lift/move 50 pounds
- Must be able to push and pull weight equaling 130 lbs. (full keg)
- Manual dexterity of hands in order to manipulate serving spoons, trays, taps, etc.
- Ability to perform duties with extreme temperature and noise ranges
- Reaching by extending hand(s) or arm(s) in any direction

**Working Conditions:**

- Generally in an indoor setting; however, there may be outside activity required
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities
- The noise level in the work environment can be moderate to loud

**Required Certifications:**

- Food Handler Certificate accepted by City of Urbana Public Health Department (must be completed within one month of hire)
- BASSET/TIPS-trained or plan to be BASSET/TIPS-trained within 120 days of hire
- Ability to obtain and maintain above certifications and any additional required government licenses or certificates

**Job Requirements:**

- operate cash register system, collect money, make change correctly, process all payment methods, record all sales, close out transactions at end of shift, follow all cash-handling procedures, complete designated cashier reports, resolve any discrepancies
- complete required employee training in a timely manner
- prepare drink orders, operate tap system, open wine bottles
- set up and maintain cleanliness and condition of bar, tables, and outdoor seating area
- keep clean, sanitary, organized bar area at all times
- take inventory, stock ice, glassware, paper supplies; anticipate and communicate replenishment needs for bar area and restrooms
- restock and sell merchandise
- transport kegs from between coolers; tap kegs
- remove soiled wares from bar top and tables and place in designated area; wash soiled glassware
- secure alcohol, coolers, and complete closing duties

- clean up spills, etc. in customer area
- check identification of customers to verify age requirements for purchase of alcohol; serve alcohol according to local, state, and federal liquor regulations
- maintain a warm, welcoming, casual atmosphere, including greeting guests upon entry
- properly and promptly prepare drinks in appropriate corresponding glassware
- provide a personal touch to repeat guests such as learning names and favorite drinks
- provide educated drink recommendations and suggestions upon request
- be familiar with and able to converse about company philosophy, branding, beer ingredients
- follow all company policies, health department regulations, state and federal regulations
- communicate with supervisors and coworkers in a courteous manner at all times
- ability to calmly respond to unhappy customers and respond clearly to customer requests
- demonstrate strong communication skills; including the ability to deal effectively with diverse groups of people and guests
- report all accidents, incidents, and injuries to supervisor in a timely manner
- comply with all company safety and risk management policies and procedures
- attend training programs (classroom and virtual) as designated
- perform any general cleaning tasks using standard commercial cleaning products as assigned by supervisor to adhere to health standards
- occasional cleaning of restrooms, upkeep of Beer Garden, cleaning of under-bar equipment, and operating keg washing equipment may be required
- may perform other duties and responsibilities as assigned

**Tap Room Operating Hours:** Thursday 3-10pm, Friday 3-10pm, Saturday noon-10pm, Sunday noon-10pm; additional hours for opening, closing, and on-site and off-site special events. Scheduling is flexible enough to allow zero to four shifts per weekend, depending on employee scheduling preferences.

Salary: \$8.25/hour plus tips. 8-30 hours per week (approximate).

Complete attached application and submit to address below between the hours of 8:00am and 4:00pm, Monday-Wednesday, or 8:00am and 10:00pm Thursday through Sunday. Applications can also be submitted via mail, email to [gail@riggsbeer.com](mailto:gail@riggsbeer.com), or dropped off in person.

Riggs Beer Company  
 Attn: Gail Riggs  
 1901 S. High Cross Rd.  
 Urbana, IL 61802

## EMPLOYMENT APPLICATION

Please complete the entire application.

### 1. Employer Information

It is the policy of Riggs Beer Company to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

### 2. Applicant Information

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Driver's License (State/Number): \_\_\_\_\_

3. Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. How will you get to work? \_\_\_\_\_

5. Are you willing to work any shift, including evenings, holidays, and weekends?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please state any limitations (please include hours at any other employment you may have):

\_\_\_\_\_  
\_\_\_\_\_

6. If applicable, are you available to work extra hours and special events?

\_\_\_\_\_ Yes \_\_\_\_\_ No

7. If you are offered employment, when would you be available to begin work?

\_\_\_\_\_

8. If hired, are you able to submit proof that you are legally eligible for employment in the United States? \_\_\_\_\_ Yes      \_\_\_\_\_ No

9. Applicant's Skills

Check the skills that you have. Enter the number of months/years of experience, and circle the number which corresponds to your ability for each particular skill (one represents poor ability, while five represents exceptional ability). **Briefly describe** your experience, or a time you demonstrated this skill, in the space below each category.

List any other skills that you believe may be useful for the job under "other."

<u>Ability or Skill</u>	<u>Length of Experience</u>	<u>Rating</u>
<input type="checkbox"/> Operate cash register system	_____	1 2 3 4 5
<b>Describe:</b>		
<input type="checkbox"/> Provide excellent customer service	_____	1 2 3 4 5
<b>Describe:</b>		
<input type="checkbox"/> Bartending	_____	1 2 3 4 5
<b>Describe:</b>		
<input type="checkbox"/> Maintain high standards in work area	_____	1 2 3 4 5
<b>Describe:</b>		
<input type="checkbox"/> Follow strict regulations	_____	1 2 3 4 5
<b>Describe:</b>		

Ability or Skill	Length of Experience	Rating
<input type="checkbox"/> Learn menu/drink descriptions <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Check IDs to verify legal drinking age <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Multi-task in fast-paced environment <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Demonstrate reliability/dependability <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Make small talk with customers <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Work as part of a team <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Work productively without direction <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Other: ----- <b>Describe:</b>	-----	1 2 3 4 5
<input type="checkbox"/> Other: ----- <b>Describe:</b>	-----	1 2 3 4 5

10. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held in the past two years, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: -----

Supervisor Name: -----

Address: -----

City/State/ZIP: -----

Job Duties: -----

Reason for Leaving: -----

Dates of Employment (Month/Year): -----

Employer Name: -----

Supervisor Name: -----

Address: -----

City/State/ZIP: -----

Job Duties: -----

Reason for Leaving: -----

Dates of Employment (Month/Year): -----

Employer Name: -----

Supervisor Name: -----

Address: -----

City/State/ZIP: -----

Job Duties: -----

Reason for Leaving: -----

Dates of Employment (Month/Year): -----

Please indicate any current professional licenses or certifications that you hold:

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11. References

List any two non-relatives who would be willing to provide a professional reference for you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

12. Do you have a current Food Handler Certificate approved by the Champaign-Urbana Public Health district? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please attach.

13. Do you have a current TIPS or BASSET certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please attach.

If BASSET, ensure you can be found in Illinois Liquor Control Commission's BASSET Card Lookup website (<https://www.illinois.gov/ilcc/Education/SitePages/BASSETCard.aspx>).

14. Please provide any other information that you believe should be considered:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



