



Job Description

Job Title: Bartender (Part Time, Hourly, Seasonal)

Organization: Pasadena Playhouse

Department: Patron Experience

Reports to: Director, Front of House and Hospitality

Direct Reports: None

About The Playhouse: Pasadena Playhouse makes theater for everyone. As the official State Theater of California, our mission is to enrich people's lives through theater and programs in order to reflect its local and state-wide communities. Founded in 1917, the Playhouse understands the gravity of its responsibility to represent California's diverse population and their stories, and we program our season with this at the forefront of our decision making.

Under the leadership of Producing Artistic Director Danny Feldman, the Playhouse presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs, the Playhouse will continue to be a leader in the industry.

About the Position: Bartenders are responsible for positive guest interactions while accurately serving snacks and beverages to guests in a friendly and efficient manner. Hours fluctuate depending upon event and performance schedules. Evenings and weekends required.

The Playhouse is seeking a candidate with experience in the hospitality industry who is detail-oriented, and has a passion for customer service to manage our bar/concessions for every performance. The ideal candidate must have excellent communication skills, and a positive, can-do attitude while adhering to CA/ABC laws and company standards.

Responsibilities:

- Ensure the highest level of customer service
- Work closely with the Front of House team to ensure a smooth experience for patrons
- Manage setup, sales flow and breakdown of the bar for each performance through intermission
- Greet guests, check identification to verify age requirements for purchase of alcohol and take beverage and snack orders using a POS system. In addition to selling alcohol, the candidate may also be asked to create and serve mixed drinks in a timely manner
- Maintain efficiency and a calm demeanor while managing a high volume of orders
- Cash handling and the ability to collect and process payment accurately
- Ensure that the bar area is fully equipped with supplies and products needed for sales, prepare inventory and communicate inventory requests in a timely manner to supervisors Maintain an organized and clean working area
- Attend periodic Front of House meetings



Qualifications and Requirements

Education/Experience: Must have 1-2 years of related experience or training and possess a valid CA RBS certification. Must be 21 years of age or older with knowledge of California liquor laws and regulations. Previous experience in customer service and cashhandling required. Excellent communication skills, both written and verbal. Ability to work evenings and weekends required.

Supplemental Functions: The employee is occasionally required to lift and/or move up to 15 pounds.

Working Conditions: Our primary sales bar is located outside. Arrangements will be made to ensure a comfortable work space during inclement weather. Candidates must be able to walk up and down stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay and Benefits

Compensation: Compensation is \$23.00/hr with tips. Hours range from 0-25 hours a week based on production and event schedule.

To Apply: Please email a cover letter and resume to Emily Minnotte, Director, Front of House and Hospitality at eminnotte@pasadenaplayhouse.org. No phone calls please.

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.

Pasadena Playhouse is an Equal Opportunity Employer.