



The American Legion Chincoteague Post 159 Inc.  
4023 Main Street, PO Box 244, Chincoteague Island, VA 23336  
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**BOOK:** American Legion Post 159 Policy Manual  
**SECTION:** P-Personnel  
**TITLE:** Canteen Bartender Job Description  
**ADOPTED:** June 6, 2019  
**LAST REVISED:** N/A

**Job Summary:**

This is a hands-on customer service position primarily responsible for performing beverage and food preparation and service along with performing other related duties, as described below, to ensure the business functions of the Post's Canteen are successful. Candidates must be enthusiastic in their work for providing excellent member and guest experiences. Compensation includes salary pay plus tips. No experience necessary, on the job training provided. This position requires some lifting as well as walking and standing for long periods.

**Reports to:**

All Bartenders report to the Canteen Manager who in turns reports to the House and Entertainment Committee Chairperson (or designated representative).

**Specific Duties:**

- Taking, preparing, and serving beverage orders for patrons.
  - Mixing beverages using an extensive range of ingredients including liquor, bitter, soda water sugar and fruits.
- Taking, preparing, and serving (both on premise or "to-go") food items to include snacks, appetizers, and meals listed on the Canteen's menu and/or daily special board.
- Keeping a well-stocked bar with an adequate supply of beer, wine, mixers, ice, napkins, straws, glassware and other accessories.
  - Slicing, pitting and preparing fruit garnishes for drinks.
  - Cleaning the bar, tables, chairs, and work area to maintain a clean and sanitary environment.
- Collecting money for served food and drinks.
  - Balancing cash receipts.
- Pay out winnings for raffle machines.
  - Balancing cash receipts.
- Provide excellent customer service by taking orders, preparing them efficiently, and building a rapport with all patrons.
- Check all patrons' identification to confirm minimum age and American Legion membership.
- Comply with all food and beverage local, state, federal, and American Legion laws, regulations, and procedures.
- Identify belligerent patrons and, if required, work with management to maintain a safe environment.



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- Keep an eye on patron intoxication levels, making sure to cut off those who have had too much alcohol consumption.
- Perform other bartending duties as assigned by the Bar Manager.

The aforementioned Specific Duties are not all-inclusive and can be modified at the discretion of the Executive Committee without exception.

**Supervision Exercised:** None

**Supervision Received:** Canteen Manager