



**POSITION DESCRIPTION: Front of House Bartender**

**HOURS: Estimated 4 hours/performance**

**Specific Duties:**

- Review your job description posted on the bar. Set up bar as you please. Bar opens at 7:00pm for evening performances, 1:30pm for matinee, 6:30pm for Sponsor's Night, and closes at 11:00pm, 5:00pm for matinee.
- AGLC regulations state that **bartenders may not drink alcohol on duty.**
- Under no circumstances allow anyone behind the bar who is not FOH staff.
- Cast and crew prices are \$3 beer, cider or wine. They should tell you who they are. Water is free for FOH staff. Everyone else has water in the Green Room. No Free drinks to anyone unless liquor tickets are being used that night. (i.e. Sponsor's Night). In that case keep all liquor tickets.
- All drinks must be paid for at the time of service. No exceptions. Refer any disputes to the FOH Supervisor. If you wish to give a drink to a well deserving person then you are welcome to pay for it.
- Pour wine one finger from the top for a six ounce pour. Please do not pre-pour wine.
- Please keep bar money separate from donations, concession and tickets.
- Clean glasses are upside down in the crate. Used glasses go into the bus pans.
- Please ensure any containers with deposit go in the recycle bins. Notify the supervisor if the recycle bin gets too full.
- At curtain time turn off the bar fridge power bar, turn it back on for intermission and off again for act two. **Turn it back on before you leave for the night.**
- Once the performance begins put your cash box in the office and quietly take a seat in the audience, if not sold out. On sold out nights there are chairs at the back for staff.

- At the end, please count the cash and fill out the tally sheets for the bar and donations, put each tally sheet with the corresponding money in a baggie or envelope and give to the Supervisor. Keep the smallest denominations for floats and biggest bills for deposit.
- Any questions or doubts please ask the Supervisor. You do not take instructions from anyone else, no matter how important they may seem.
- **Please check in with the Supervisor before you leave.**