



**Job Title:** PSA Bartender

**Reports to:** PSA Bartending Executive Director

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### Job Purpose:

PSA Bartending is one of the student-run businesses operated by Penn Student Agencies. This business offers training courses for anyone to become a certified bartender. Penn students who successfully complete our courses will have the opportunity to join the PSA Bartending team as a staff bartender and put to use all they learned in the courses at bartending events. The PSA Bartender supports the function of this agency by staffing bartending events scheduled by the PSA Bartending Executive Director.

### Duties & Responsibilities:

- Promptly reporting event availability via email and attending booked events on time.
- Comply with the dress code requested by PSA Bartending and the Client in the case of special events.
- Serve drinks to clients at events according to state law and TiPS certification guidelines.
- Engage with clients at bartending events in a professional and friendly manner that promotes and positively represents PSA Bartending.
- Utilize effective customer service skills. Help set up and clean up (as needed) at the events.
- Fulfill other duties as assigned.

### Attendance Requirements

- Attend all bartending agency meetings unless the bartender provides written warning at least 48 hours prior to meetings with an acceptable excuse.
- Arrive at all gigs 5 - 10 minutes prior to contract start times, unless the event contract requests bartenders to arrive earlier for set-up.
- Bartending staff should be reasonably available in the evenings (after 5 PM) at least 4 days a week (i.e. finished with classes, etc.) to accommodate most bartending requests.

### Preferred Experience & Skills:

- Must have successfully:
  - Completed the PSA Bartending Mixology Course **OR** have previous bartending experience
  - Completed the TiPS course and received TiPS certification
  - Passed the PSA Bartending Exam administered by a PSA Bartending Director
- Must be efficient, reliable, organized, possess strong interpersonal and communication skills, and have the desire to work as part of a team.

### Acquired Skills

- **Mixology:** Bartenders will learn advanced mixology techniques at agency meetings
- **Interpersonal Skills:** Communication skills are vital for providing professional and exceptional performance in the line of a bartender
- **Time Management & Strategic Prioritization:** Excellent time management and prioritization skills are critical for handling open bars and useful for other lines of work
- Many other skills, too!

**Wage:** \$20 an hour.

**Hours:** Work as assigned.

- ★ PSA employment for the Spring 2021 Semester will be on a temporary basis pending University operations and the state of the pandemic. Positions will be filled as needed. Offers may be further extended at the discretion of the Executive Director.