

Cocktail Server

The UC Theatre is a 1,400 general admission (or 700 capacity all seated), multi-tiered, all-ages music venue with a state-of-the-art Meyer Sound system, theatrical lighting, and full service restaurant and bar. We will present local, national and international artists and bands of various musical genres. Core programming will include rock, indie, alternative, R&B, hip-hop, electronic, world music and much more. Additional programming will include comedy shows, film, and a speaker series. Community programming will include symphony concerts, opera recitals, jazz, choral and Gospel performances, with an eye toward programs that appeal to a variety of audiences.

Our mission is to present a vibrant and diverse range of live performances to advance the understanding and appreciation of music, culture and education in the Bay Area. The UC Theatre is dedicated to serving the community through educating and training young people ages 17-25 through our Concert Career Pathways Program.

Job requirements and details:

Serve beverages to guests in a nightclub environment with a cheerful attitude.

Essential Duties & Responsibilities Include:

- Anticipate and respond to guests' needs
- Suggestively sell beverages and take orders
- Answer guest questions, make recommendations, up-sell liquors
- Communicate drink orders to bar through Point of Sales system
- Deliver drinks, maneuvering trays through large crowds
- Maintain line of sight/atmosphere control by circulating through your work area throughout shift
- Remove dirty glasses, dishes, from tables, including the lifting/moving of bus tubs up to 25lbs.
- Keep tables clean/wiped
- Clean spills, remove food, trash or other obstacles from floor using proper lifting techniques
- Maintain The UC Theatre safety and sanitation standards
- Follow housekeeping standards per The UC Theatre policy
- Keep current on all standard operating procedures
- Request identification from any guest who appears to be under 35 years of age
- Ensure responsible alcohol service per The UC Theatre's alcohol policies
- Recognize when guests are becoming too intoxicated and refuse further service of alcohol in a courteous and safety-minded manner, bringing it to the attention of the manager
- Receive payment and process cash or credit card transactions according to The UC Theatre's policy
- Ensure that comp and void checks are processed according to The UC Theatre's policy
- Assist other servers and staff as needed
- Attend pre-shift meeting prior to start of each shift

IN ADDITION TO THE PERFORMANCE OF ESSENTIAL JOB FUNCTIONS THE BARTENDER WILL BE EVALUATED ON THE FOLLOWING:

- Appearance
- Punctuality/Attendance
- Attitude/Teamwork
- Opening and Closing Duties
- Job Skills/Knowledge/Productivity
- Adherence to Policy
- Sanitation and Safety
- Guest Satisfaction
- Communications

Required Qualifications:

Applicants must possess the following (please don't waste our time or yours)

- Ability to work late hours shifts a must
- Flexible schedule
- Working Knowledge of cocktail tray service, basic food service, responsible alcohol service, drink recipes and garnishes, point of sales systems
- 2 years work experience interacting with people in a positive environment
- Tolerance of all cultures, music and art forms
- Responsible Alcohol Awareness Training Certification or Equivalent
- Ability to deal with intoxicated guests in a positive and safety minded manner
- Cash handling experience, preferred
- Experience recognizing valid ID's, preferred
- Experience in a live music environment, preferred
- Ability to use a Point of Sales (POS) system (i.e. Aloha) is preferred

Physical Demands / Work Environment / Hours:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential work functions.

- Position requires extended periods of prolonged standing and working on your feet
- Workplace is fast-paced can have moderate to high stress levels.
- May be required to lift or move up to 25 lbs using proper lifting techniques.
- Non-typical office hours will be customary including mornings, evenings, weekends, and holidays.

Hiring Practices:

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be

modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

Berkeley Music Group recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. BMG may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, internet recruiting, job fairs, college recruiting, and search firms.

Compensation: Hourly-Minimum Wage

Equal Employment Opportunity:

The UC Theatre strongly supports equal employment opportunity for all applicants regardless of race, sex, religion, creed, national origin, age, disability, sexual orientation or any other legally protected classification.

To apply for this position, email resume and cover letter to jobs@theuctheatre.org. Include your name and reference the position in the subject line of the email. Resumes will be accepted until the position is filled. Interviews are by appointment only. No telephone calls, please.