

CITY OF MEDFORD POSITION DESCRIPTION		
Bartender-Part time		
DEPARTMENT	SUPERVISOR	SUBORDINATES
Liquor Store	Liquor Store Manager	None

**MINIMUM REQUIREMENTS For Position:** Possession of high school diploma or G.E.D

**NATURE OF WORK:** To provide good customer service and other services necessary to maintain the liquor store on a sound-operating basis.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Assist customers in making selections and completing purchases.
2. Accurately prepares drinks.
3. Maintains compliance with city ordinances and state & federal laws and regulations regarding sales to minors, sales to persons under the influence of liquor, and other pertinent laws.
4. Checks identifications as required by law.
5. Operates cash register and scanner.
6. Restocks shelves and cooler daily.
7. Maintains the liquor store in a clean and orderly manner.
8. Performs other related functions as assigned or apparent.

**ESSENTIAL FUNCTIONS:** The Americans with Disabilities Act prohibits discrimination against a qualified individual with a disability. A qualified individual with a disability is one who, with or without reasonable accommodations, can perform all of the essential functions of the job. Essential functions are the fundamental job duties of a position. **The essential functions of this position are numbers 1-6 of the above major job functions.**

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledgeable in all applicable regulations pertaining to the sale of alcohol.
- Knowledgeable in the operation of cash register and other office/bar related equipment.
- Ability to work with customers in a customer service friendly manner.
- Ability to handle money and make correct change.
- Ability to read and follow directions as directed by supervisor.

**CONDITIONS OF EMPLOYMENT:**

- Must comply with organizational and departmental policies
- Ability to establish and maintain cooperative working relationship with city officials and city staff, state and federal agencies and the general public.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT/:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions, this position is required to: stand for extended periods; to have hand and arm (or equivalent) dexterity adequate to allow for extensive use of mixing and service drinks, to talk and hear with enough proficiency to allow for communicating with customers in person or by phone; and to have adequate vision to accommodate frequent viewing of cash register screen and printed reports. This position requires frequently lifting and/or moving up to 10 pounds and infrequently lifting or moving up to 25 pounds. The noise level is usually moderate.

**EXAMPLES OF EQUIPMENT UTILIZED:** Use of a variety of office and liquor store equipment, computers, calculators, cash register, scanner, phones.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, physical demands/work environment, or equipment utilized by personnel in this classification.

*The City of Medford is an Equal Opportunity Employer. The City of Medford does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age. Managers and supervisors are required to make all employment decisions on the basis of individual ability and merit, without discrimination or favor.*