



# CRESTED BUTTE CENTER FOR THE ARTS

## Job Description

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### **Bar Supervisor**

**Hourly | 26-28\$ + tips + hourly benefits**

**Position Overview** The Bar Supervisor is a key member of the Center's Event Staff whose primary role is to manage the Center's bar program, and other Event staffing and support duties as assigned. This employee is responsible for overseeing the Center's bar operations and also supports the Event Captain and Programming Staff on planning and execution of other Center events and rental events. This employee exercises discretion and independent judgment on significant matters related to events, liquor purchasing, menu creation, staff training and retention. This position is expected to lead the bar during events and complete approximately 8-16 hours of administrative work per week.

### **Responsibilities**

Manage the Center's bar and hospitality operations, including:

- **Oversee** Bar Program Strategy in collaboration with the Operations Director and W+FF leaders
- **Ordering:** Operate as primary point of contact with all CFTA distributors and suppliers of bar materials and wares.
  - Maintain contact list of all distributors, delivery dates, minimums, and fees.
  - Execute all ordering from distributors, and suppliers
  - Ensure all bars are stocked and ready in advance of events. Anticipate ebbs and flows in demand driven by seasonal crowds and adjust ordering as needed.
- **Bar Staff:** Oversee hiring, training, and management of all bar staff. Maintain contact lists, complete and submit onboarding paperwork, create and populate schedules, and ensure shifts are covered in the event of illness or emergency. Hire/Terminate bar staff as needed. Support the Operations Director with Scheduling.
- **Meetings:** One on One meeting with Ops Director bi-weekly
- **Inventory and Bar Storage:** Conduct monthly bar inventories and submit them to the finance department. Ensure that bar storage areas are clean and organized.
- **Software:** Maintain a working knowledge of the following organizational software: Drive, Slack, Canva, Homebase, Clover, etc
- **Safe Service:** Maintain TIPS certification and ensure all bar staff are TIPS certified in compliance with state and local liquor laws.

- Maintain working knowledge of Health Department codes and standards and ensure all bar staff are performing duties to the highest hygienic health standards.
- **Event-specific service plans:** Craft targeted bar menus, cocktail recipes, staffing plans, and bar layouts to maximize profit at a diversity of CFTA events.
  - Create detailed BEO's (bar event orders) to communicate event needs to bar staff.
  - Organize or conduct mandatory pre-event shift meetings for bar staff at all events to ensure staff is amply prepared.
- Cover shifts behind the bar or with food service *as needed* in the event of staffing shortage or budget requirements.
- Other duties as assigned.

Candidates should be highly organized, personable, a team player, and able to work and oversee multiple projects independently. Experience with the food and beverage industry, and specifically with bartending, required. Experience with elite hospitality and fine dining recommended. Event planning and project management experience are highly preferred. Must be able to lift at least 30 pounds. Must be able to work a flexible schedule that includes some office hours and some event-based night and weekend work. Ideal candidates in this position are self-led, curious, and ambitious with an eye for detail and upward mobility.