



BAR COORDINATOR

Part Time – Hourly

The job of the BAR COORDINATOR is to plan, order, batch, pull, organize, maintain and inventory Chowgirls bar & beverage products. This role works closely with the Operations & Hospitality teams to ensure quality of product, event logistics are in order, and to train and supervise bar staff. This position reports to the BEVERAGE PROGRAM MANAGER.

ADMINISTRATIVE

- Attend and assist Operations Manager and Bar Program Manager with Bartender training and Bar Lead training
- Expo bar events to bar staff as scheduled by BPM
- Maintain working and general knowledge of Chowgirls bar rules, procedures, and policies and act as a knowledge resource for other staff
- Be knowledgeable and administer MN liquor laws during all bar operations
- Attend all pertinent bar meetings and provide content as directed

INVENTORY

- Receive alcohol and beverage deliveries and stock liquor room upon order delivery as scheduled, and maintain security of all liable stock
- Communicate daily happenings, misdeliveries, and similar with the Beverage Program Manager
- Reset, clean and organize liquor room, outdoor cooler, and reach-in coolers/freezers every shift, maintaining proper labels and sanitization
- Conduct monthly liquor room inventory with Beverage Program Manager
- Make and maintain all stock bar syrups, mixers, tinctures, juices and garnishes per Chowgirls bar setup standards
- Batch recipes for specialty cocktail and non-alcoholic beverage orders for all events as delegated
- Keep inventory of clean, stocked bar tools in working order, notifying Bar Program Manager of replacement needs
- Work with Beverage Program Manager on special requests and seasonal menu updates as requested

EVENTS

- Lead & Support Bar Staff in strategic and hospitable execution of bar service onsite
- Pull bar stock and equipment for bar events
- Assist with NA beverage pulls for each event as assigned
- Physically separate, organize, and label pulls including packaged NA Beverages
- Expo bar events to bar leads as scheduled, going over all inventory and pertinent event logistics
- Program POS (Point of Sale) for each cash bar as directed
- Log all alcohol utilized for anything other than event needs – waste, R&D, etc...
- Assist BPM with picking up will-calls at various distributors as needed
- Going on-site as needed for working events and training purposes

HUMAN RESOURCES

- Maintain employee privacy at all times
- Present a professional, positive attitude among coworkers, vendors, and clients at all times
- Maintain General knowledge of Chowgirls history, values, vision, etc.
- Always promote Chowgirls in a positive light at the office and in the community
- Availability on evenings and weekends a must