



# Job Description

**Job Title:** Barback

**Date Prepared:** August 2024

**Reports to:** Concession Managers

**Hours:** Variable part-time schedule around events which includes days, nights, weekends, and holidays.

## **Position Overview:**

The Providence Performing Arts Center and The VETS are looking for attentive and efficient Barbacks who can work a varied schedule between both venues and provide our Food & Beverage department with essential support during events. We are looking for self-driven, reliable staff who can work in a fast-paced environment while providing exceptional service to our patrons.

## **Essential Duties and Responsibilities:**

The Barback is responsible for prepping, transporting, stocking, and cleaning/clearing products while also performing tasks to support the bartender and other staff members.

- Prep bars including filling ice bins, prepare garnishes, prepare pretzel merchandisers, transfer inventory and supplies as needed.
- Prepare coffee stations by brewing coffee, setting up condiments and other supplies.
- Prepare food items such as baking cookies, baking pretzels, and delivering products to the bars for service.
- Maintain a clean work environment by removing trash and recycling as needed, cleaning dishes include baking pans, knives and cutting boards. Keeping counters clean and floors free of debris.
- Understand and follow general food & Beverage standards such as safe food handling, and inventory rotation following FIFO method.
- Assist bartenders during service, ensure additional products are transferred and bars remain organized.
- Perform closing duties such as cleaning coffee pots, breakdown and put away condiments and clean counters.
- Empty water from pretzel merchandisers, package and properly store any cookies left over and discard any product that is wasted at the end of the night.

## **Qualifications/Skills Required:**

- Able to multi-task while in a fast-paced environment both independently and as part of a team.
- Superb customer service skills
- Ability to operate a point of sales system and analyze data and inventory counts.
- Standing for multiple hours in limited space, bending and side stepping and moving up and down stairs while carrying product.
- Working with and near a commercial oven and other hot equipment.
- Able to lift 50 pounds to transport cases of product from one space to another. \*Accommodations can be made to help with this\*
- Can understand and communicate clearly with a diverse population of patrons.
- Minimum age of 18 years old

## **Certifications:**

Rhode Island law requires that anyone who serves or sells alcohol in a licensed establishment, including those who check IDs or similar roles completes alcohol server training known as TIPS. If you are not already TIPS certified, we will provide access for you to obtain certification within 30 days of starting employment.

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*We are committed to equal employment opportunities. We will not discriminate against employees or applicants for employment on any legally recognized basis ("protected class") including, but not limited to veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.*