

# Cocktail Waiter Job Description

---

- Welcome and greet guests in a warm and friendly demeanor
- Take orders from patrons while recording details and ensuring orders are accurately delivered
- Prepare and present a selection of cocktails, mixed drinks and beverages in line with recipe standards
- Bring good knowledge with the menu, ingredients, method of preparation and delivery
- Suggest and recommend to customers based on tastes and preferences.
- Create a warm and inviting atmosphere by engaging with customers in a personable way
- Treat customers' complaints with the prompt attitude and professionalism it deserves, getting assistance from supervisors if the need arises
- Properly garnish and present beverages in line with the enterprise standards
- Make workspace, bar area, service station and glassware clean and organized at all times
- Replenish and restock bar supplies like garnishes, mixers, liquor and glassware as often as needed
- As regarding responsible alcohol service show compliance with all local, state-level and federal laws and regulations
- Check customers ID to disallow alcohol service to underage, while refusing intoxicated people alcohol service
- Follow proper cash and credit card handling in processing transactions
- Help with the bar area setup before and after service period
- Keep a professional appearance at all times in line with the enterprise dressing code and grooming standards
- Be punctual at staff meetings to stay updated on new service standards, new offerings and promotions
- Work alongside other team members to ensure seamless delivery

- Take part in tasting, promotional events and other marketing activities as instructed
- Offer ideas like bottle service or premium beverage packages that can improve customers' experience
- Monitor inventory levels and report shortages to the appropriate personnel to replenish them.