



Motor House
120 W. North Avenue
Baltimore, MD 21201
(410) 637-8307
motorhousebaltimore.com

BARBACK

\$16/HR + Tips, Part-Time, Non-Exempt

Schedule varies week to week, not to exceed 20 hrs. per week.

OUR MISSION: Motor House is a creative crossroads rooted in the culture of Baltimore. We are a non profit arts hub, gallery, and performance space that encourages new visions, bold experiments, and emerging voices to celebrate the artistry of our city.

OUR VISION: Motor House envisions a world where creatives are empowered and thriving in their careers.

This position may require work or participation in events outside of normal working hours. Non-exempt and hourly employees will be paid their regular hourly wage for all scheduled and worked hours to a maximum of 59 hours per paid period. Hours in excess of 30 hours per week require prior management approval and will be paid per Federal and State employment guidelines.

Standard Operating Hours for Showroom Bar are Tuesday through Saturday 6PM - 10PM.

Position Summary

The Bartender provides excellent customer service and serves as the face of the Showroom during all events and operating hours. Responsible for serving well-made drinks and suggesting menu items to customers in order to increase sales. The Bartender will support the event environment by informing guests of Motor House and upcoming events and encouraging participation. Responsible for maintaining high quality of service and space maintenance by following recipes, opening and closing procedures, and supporting the vision of the Showroom Manager.

- **Reports to:** 'Assistant Bar Manager' and 'Showroom General Manager'
- **Collaborates Closely with:** 'Kitchen Manager', 'Front of House Coordinator', 'Event Assistant', 'Technical Assistant', Security contractors
- **Supervises:** N/A
- Expected to maintain a collaborative, supportive, safe atmosphere among all Motor House Arts staff, clients, and guests.

Essential Job Functions:

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. The duties and responsibilities may change, or new ones may be assigned at any time with or without notice, and the employee will be notified.

Provide Excellent Bar Service and Maintain a Safe, Clean and Inviting Workspace:

- Customer service representation
- Portion control and consistent recipe execution
- Demonstrate knowledge of Showroom food and drink menu and ability to make recommendations
- Maintain a clean workspace, follow opening and closing procedures
- Daily trash removal

- Maintain a consistent, efficient work schedule
- Preparing the bar for service
- Running errands as they pertain to other duties
- Stocking and restocking inventory
- Assistance with delivery

Meetings

- Monthly All Staff Meeting (Mandatory)
 - Present operational updates regarding Showroom to the entire staff, create an open line of communication with full Motor House Arts team to facilitate a collaborative environment
- Recurring Showroom Staff Meeting (Mandatory unless pre-approved by Showroom Manager)
 - To communicate bar and kitchen operations and maintenance updates to essential staff in order to maintain high quality of service and space maintenance standards

Required Skills/Abilities:

Must be over 21 years of age

- Excellent interpersonal and customer service skills with a diverse population of customers.
- Excellent sales skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to be flexible, calm and level headed in times of uncertainty
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Toast POS.

Education and Experience:

High school diploma or equivalent.

At least one year of bartending experience is required.

Alcohol Awareness and ServSafe certification preferred. If not already certified, Motor House Arts will require it within 90 days of hire.

Physical Requirements:

Prolonged periods of standing and fast-paced movement required.

Frequent bending, stretching, and lifting required.

Must be able to lift up to 25 pounds at times.

Employment with Motor House is on an at-will basis. This means that either party may terminate the employment relationship at any time, with or without cause or prior notice, subject to applicable law. Nothing in this job description, employee handbook or any other organization communication should be interpreted as creating a contract of employment for any specific duration.

Motor House is an equal opportunity employer and is committed to creating an inclusive and equitable workplace. We do not discriminate on the basis of race, color, religion, sex,

gender identity or expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other status protected by law.