

Bartender job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a bartender to mix and serve drinks with skill and speed, look after guests at the bar, and keep service safe and responsible.

What you'll do

- Prepare cocktails, beer, wine, and non-alcoholic drinks to recipe and standard.
- Greet bar guests, take orders, and recommend drinks and food.
- Fill drink tickets for servers quickly and accurately.
- Check identification and refuse service to underage or visibly intoxicated guests.
- Handle payments and close out tabs accurately.
- Stock, clean, and set up the bar before, during, and after service.
- Track inventory, report shortages, and reduce waste.
- Follow food safety and responsible alcohol service rules.

What you'll need

- Minimum age to serve and mix alcohol under [State] law.
- Responsible alcohol service certification as required by [State or city].
- Ability to stand, lift cases up to 40 pounds, and work late nights.
- Availability for nights, weekends, and holidays.

Nice to have

- One to two years of bartending experience in a [type] bar or restaurant.
- Craft cocktail or wine knowledge.
- Experience with [POS system].

Skills

Drink preparation, Speed and accuracy, Guest rapport, Responsible service, Cash handling, Inventory awareness.

Physical demands and work environment

Bar or restaurant. Requires standing for the full shift, lifting cases and kegs, working in a loud, crowded setting, and late-night hours.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$16.51 (BLS OEWS, May 2025, SOC 35-3011, Bartenders).
- Median annual equivalent: \$34,340 (hourly median x 2,080 hours).
- Mean annual wage: \$40,790.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

States set the minimum age to serve and to mix alcohol, often 18 or 21, and some states and cities require responsible beverage service training, such as California's RBS certification for on-premises alcohol servers. Dram shop laws in many states can make businesses liable for harm caused by guests served while visibly intoxicated. Tipped pay rules match those for servers: tip credits are limited or prohibited in some states, and managers can't keep tips.

How to customize it

- Say whether the bar is craft cocktail, high volume, or both.
- Explain the tip structure for bar and service tickets.
- List required certifications and whether you pay for them.
- Mention closing time and typical end of shift.

Interview questions

1. How do you handle a guest who's had too much to drink?
2. Walk me through your setup before a busy Friday night.
3. What's your approach when service tickets and bar guests all need you at once?
4. Make me a drink you're proud of and tell me why.

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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