

# FOOD & BEVERAGE EVENT STAFF

Quality of Life | Venues and Destinations



## JOB RESPONSIBILITIES

**Part-Time.** Terrebonne Parish Consolidated Government's Food and Beverage Event Staff is responsible for performing various roles within the food and beverage service operations for special events, including Bartender, Cashier, Bar Back, Concession Cashier, and Concession Line Worker.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Varies

*Work shifts will primarily occur on nights and weekends based on events*

#### SHIFT

Varies

#### LOCATION

Barry P. Bonvillian Civic Center  
Bayou Country Sports Park

#### REPORTS TO

Kitchen Supervisor - Concessions

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)  
Walking and standing for long periods of time, bending, reaching and stooping.

#### WORK ENVIRONMENT

Frequent with members of the public.

Exposure to chemicals or allergens, high-stress conditions, excessive noise, electrical hazards, and extreme temperatures.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

##### Bartenders

Valid Louisiana BAR Card  
General knowledge of mixing drinks

In this role, the incumbent will be expected to set up, maintain, and break down food and beverage service areas while ensuring the highest standards of customer service, operational efficiency, and compliance with all relevant health, safety, and alcohol service regulations.

### JOB DUTIES

#### Bar Back

- Prepare and set up the bar station for events, ensuring all necessary supplies and equipment are in place.
- Act as a runner during events, restocking bar items, including liquor, glasses, and ice, to ensure uninterrupted service.
- Assist with the breakdown and cleaning of the bar area at the conclusion of events, ensuring all items are returned to their designated locations.
- Perform additional duties as assigned by the supervisor.

#### Bartender-Cashier

- Set up the bar station for events, ensuring the proper organization of supplies and equipment.
- Operate the cash register, process payments, and provide change in an accurate and timely manner.
- Ensure compliance with all Federal, State, and local laws regarding alcohol service, exercising sound judgment to prevent the service of alcohol to intoxicated guests.
- Complete a cash audit before and after each shift, including counting cash at the register and completing the necessary documentation with the supervisor.
- Assist with the breakdown and cleaning of the bar area, returning all items to designated storage locations.
- Perform other duties as directed by the supervisor.

#### Concession Cashier

- Set up the concession stand, ensuring all necessary supplies are prepared for service.
- Operate the register, accurately processing payments and providing change to customers.
- Exercise sound judgment in alcohol service, adhering to all applicable Federal, State, and local regulations and ensuring intoxicated guests are not served.
- Assist concession line workers in food and beverage preparation as needed.
- Conduct a cash audit before and after each shift, ensuring the accurate counting of cash at the register and completing the audit sheet with the supervisor.
- Assist with the breakdown, cleaning, and restocking of the concession area, returning items to their designated locations.
- Perform other duties as assigned by the supervisor.

## JOB DUTIES CONTINUED

### Concession Line Worker

- Set up the concession area for service, ensuring all food and beverage items are stocked and ready for distribution.
- Serve food and beverages to customers, assisting with food preparation, as necessary.
- Communicate with kitchen staff to ensure an adequate supply of food products and act as a liaison between the kitchen and concession area during events.
- Assist with the breakdown, cleaning, and restocking of the concession area, ensuring items are returned to their proper locations.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform other duties as assigned by the supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to guide and motivate team members, ensure smooth operations, and maintain a high standard of customer service during events.
- **Time Management:** Capability to prioritize tasks, manage multiple responsibilities, and ensure that all aspects of food and beverage service are completed efficiently within event timelines.
- **Analytical Skills:** Ability to assess operational challenges, identify areas for improvement, and make quick decisions to address issues related to service flow and guest satisfaction.
- **Communication Skills:** Strong written and verbal communication skills to interact clearly with team members, customers, and supervisors, ensuring that instructions are understood, and customer needs are met.
- **Organizational Skills:** Ability to manage multiple stations, track supplies and inventory, and ensure that food and beverage areas are set up, maintained, and cleaned efficiently.
- **Technical Skills:** Ability to operate cash registers, handle point-of-sale systems, and follow safety protocols for alcohol service, food handling, and equipment use.
- **Qualifications:**
  - High School Diploma or GED Certificate preferred.

