

Job Profile #: 10242 | 14636 | 14879 | 11233
Job Profile Title: Bar Porter
Position Title: Bar Porter

Grade: Union | 2
FLSA Status: Non-Exempt
Uniform Requirement (Yes/No): Yes

Become one of the stars behind The SHOW and become part of the world's most powerful entertainment brands. Our Company has one exciting mission: **To entertain the human race.**

POSITION SUMMARY:

It is the responsibility of the Bar Porter to stock all glassware, condiments, beer, paper products and other necessary items needed for efficient operation within beverage outlets while performing excellent guest service.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Stock and serve assigned beverage outlets, maintain assigned levels of inventory, including delivery and stock of glassware, condiments, packaged beverages, paper products, and other necessary items
- Maintain cleanliness of beverage areas including all related assigned bar equipment, tools, supplies, trash removal, deep cleaning, sanitation and work area, to include cleaning refrigerators, countertops, and mopping floors
- Complete required paperwork including bar transfers and dry stock deliveries
- Maintain pars of liquor, beer, and supplies in cooler and dry storage area, order as needed
- Responsible for set-up and breakdown of portable bars in designated areas
- Ensure use of correct freight elevators and delivery routes to designated hotel areas and beverage outlets
- Organize and maintain beverage pump room areas, including pump room products, storage rooms, and warehouses, and identify non-stock items and alert management as necessary
- Resolve guest complaints within scope of authority; otherwise, refer the matter to management, notify supervisor and/or Security of all unusual events, circumstances, missing items, or alleged theft
- Perform other job-related duties as requested

MINIMUM REQUIREMENTS:

- Work varied shifts, to include weekends and holidays

PREFERRED:

- High school diploma or equivalent
- Six (6) months of food service experience
- Experience working in a similar resort setting

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Alcohol Awareness Card
- Health Card | Food Handler Card
- Electric Pallet Jack Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective listening abilities with strong judgment skills
- Ability to multi-task and work well in a fast paced, team-oriented environment
- Excellent organizational skills to function effectively under time constraints and within established deadlines, with particular attention to detail
- Knowledge of health, safety and sanitation regulations
- Able to effectively communicate in English, in both written and verbal forms
- Knowledge of hotel services, features, local attractions and activities to respond to guest inquiries accurately

- Excellent customer service skills and interpersonal skills to effectively communicate with all business contacts

WORKING CONDITIONS:

- Able to work in a noisy environment where pipe, cigar, and cigarette smoking is permitted
- Able to lift, push, pull, or carry objects using hands, arms, back, shoulders, and legs up to 75 lbs
- Able to perform various activities such as constant standing, walking, and frequent bending, reaching, kneeling and squatting

*This is not intended to include every duty or responsibility of the job nor is it intended to be an all-inclusive list of the skills and abilities required to do this job.

If you are an individual with a disability and need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please click the following link: <http://www.mgmresortscareers.com/careers/contact-us.aspx>

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Physical/Sensory Requirements & Work Environment Form

This is a required checklist for attachment to Position Descriptions. It clarifies the smallest components of the mental and physical requirements of the job. Check all areas that are essential in performing the job, according to the essential functions section in the position description guidelines. Signatures are to be obtained at the time of interview for the position.

Physical Requirements		Work Environment		Equipment		Mental Requirements	
<input checked="" type="checkbox"/>	Normal vision	<input checked="" type="checkbox"/>	Contacts	<input type="checkbox"/>	Mechanical	<input checked="" type="checkbox"/>	Comprehension
<input type="checkbox"/>	Near vision	<input checked="" type="checkbox"/>	<i>works alone</i>	<input type="checkbox"/>	Electrical	<input checked="" type="checkbox"/>	Memorization
<input type="checkbox"/>	Distant vision	<input checked="" type="checkbox"/>	<i>works with others</i>	<input type="checkbox"/>	Diesel	<input checked="" type="checkbox"/>	Decision making
<input checked="" type="checkbox"/>	Hearing/Listening	<input checked="" type="checkbox"/>	<i>works around others</i>	<input type="checkbox"/>	Maintenance tools	<input type="checkbox"/>	Perception
<input checked="" type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>	Communication	<input type="checkbox"/>	Appliances	<input type="checkbox"/>	Clerical
<input checked="" type="checkbox"/>	Walking	<input checked="" type="checkbox"/>	<i>face to face</i>	<input type="checkbox"/>	Control panel	<input type="checkbox"/>	Math skills
<input checked="" type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	<i>verbal</i>	<input type="checkbox"/>	Switchboard	<input type="checkbox"/>	<i>basic</i>
<input checked="" type="checkbox"/>	Stooping	<input type="checkbox"/>	Restricted area	<input checked="" type="checkbox"/>	Monitors	<input type="checkbox"/>	<i>advance</i>
<input checked="" type="checkbox"/>	Bending	<input type="checkbox"/>	Confined area	<input type="checkbox"/>	Computer	<input checked="" type="checkbox"/>	Organization
<input checked="" type="checkbox"/>	Climbing stairs	<input type="checkbox"/>	Extreme heat	<input type="checkbox"/>	Keyboard	<input checked="" type="checkbox"/>	Reading
<input type="checkbox"/>	Sitting	<input type="checkbox"/>	Extreme cold	<input checked="" type="checkbox"/>	Telephone	<input checked="" type="checkbox"/>	<i>simple</i>
<input type="checkbox"/>	Standing	<input type="checkbox"/>	Wet/Humid	<input type="checkbox"/>	Fire alarm	<input type="checkbox"/>	<i>complex</i>
<input checked="" type="checkbox"/>	Flexibility	<input checked="" type="checkbox"/>	Noise levels	<input type="checkbox"/>	Fork lift	<input type="checkbox"/>	Writing
	<input checked="" type="checkbox"/> <i>upper body</i>	<input type="checkbox"/>	<i>low to moderate</i>	<input type="checkbox"/>	Ladder	<input type="checkbox"/>	<i>simple</i>
	<input checked="" type="checkbox"/> <i>lower body</i>	<input type="checkbox"/>	<i>high</i>	<input type="checkbox"/>	Scrubber	<input type="checkbox"/>	<i>complex</i>
<input type="checkbox"/>	Typing	<input type="checkbox"/>	_____% Travel	<input type="checkbox"/>	Sweeper	<input checked="" type="checkbox"/>	Judgment
	<i>minimal w.p.m.</i>	<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Analytical
<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Fast pace	<input type="checkbox"/>	Fax machine	Stress Factors	
	<i>75 pounds</i>	<input checked="" type="checkbox"/>	Indoors	<input type="checkbox"/>	Copier	<input type="checkbox"/>	Working conditions
<input type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Gaming/Materials	<input checked="" type="checkbox"/>	Customer service



Standardized Job Description

<input checked="" type="checkbox"/> Carrying <u>75</u> pounds	<input checked="" type="checkbox"/> Shifts	<input type="checkbox"/> Sewing Machine	<input checked="" type="checkbox"/> High pressure
<input type="checkbox"/> Driving <input type="checkbox"/> auto/van <input type="checkbox"/> limousine	<input type="checkbox"/> Office conditions	<input type="checkbox"/> Traffic / Safety	<input type="checkbox"/> Crisis incidents
<input checked="" type="checkbox"/> Clear speech <input checked="" type="checkbox"/> simple <input type="checkbox"/> complex	<input type="checkbox"/> Exposure to fumes		<input type="checkbox"/> Safety hazards
	<input type="checkbox"/> Exposure to dirt		<input type="checkbox"/> Tight deadlines
	<input type="checkbox"/> Hazardous conditions <input type="checkbox"/> chemicals <input type="checkbox"/> high structures <input type="checkbox"/> high voltage		<input checked="" type="checkbox"/> Repetition
			<input checked="" type="checkbox"/> Long hours
			<input checked="" type="checkbox"/> Fatigue
			<input checked="" type="checkbox"/> Boredom