



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Job Title: Bartender

Reports to: Jamie Eymer

Updated: 02/12/25

FLSA Status: Non-Exempt—PT

General Summary:

Under the supervision of the Auditorium Manager and guidance of an Event Coordinator, greets customers, prepares and serves alcoholic beverages, and collects cash for beverages. Set up and stocks bars and cleans work area. Maintains inventory records.

Essential Functions:

- Greet customers, take beverage orders, and prepares and serves alcoholic beverages.
- Collects cash for beverages and operates the cash register.
- Observes customers for signs of intoxication and applies techniques of alcohol management.
- Sets up, stocks, clears and removes service areas and bars.
- Washes and stacks glassware.
- Maintains records on the quantities of beverages consumed at an event and assists supervisor with recording inventory.
- Cleans work area and removes trash.
- Performs miscellaneous tasks to prepare for events such as assisting in room set-up.

Employment Qualifications:

Education: High school graduation or equivalent & Certification from a Techniques of Alcohol Management course.

Preferred skills: Excellent customer service, and prior alcoholic beverage service experience, which included cash accounting.



Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: sburkhead@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.