



The
GRINDSTONE
Comedy Theatre + Bistro

JOB DESCRIPTION

BARTENDER/ SERVER | POSTING CLOSES SEPT. 13, 2024

JOB TITLE AND OVERVIEW

Grindstone Theatre Society is seeking part time Bartender/Servers to join our team! This position is responsible for overseeing the operations of The Grindstone Bistro, patio, bistro and bar, and may be involved in supporting some exterior pop-up food and beverage service for outdoor events. The ideal candidate is a motivated, organized and creative individual with experience in customer service, bartending and leadership or management positions.

MISSION

Grindstone Theatre Society is committed to creating professional opportunities for local emerging performing artists. We believe that Edmonton has an overflow of talent that deserves to be nurtured and showcased. We serve to advance a diverse community of arts and culture through theatre, comedy, music and art.

ABOUT US

Grindstone Theatre Society is a non-profit organization dedicated to advancing arts and culture. Founded in 2011 Grindstone Theatre has become a cornerstone of the Improv, Theatre, Comedy and Music scene in Edmonton. With multiple performance venues including the Grindstone Comedy Theatre, The Orange Hub Theatres, and our Fringe "Bring Your Own Venues," we offer a diverse range of venues and programming to engage audiences and support local and national artists, arts producers

and community groups.

ESSENTIAL JOB FUNCTIONS

- Food and beverage service
- Memorization of The Grindstone menu, beer list, current wines, cocktails and cocktail recipes.
- Ability to provide food and liquor suggestions for clients based on their interests and your own alcohol knowledge.
- Opening and closing duties including cash counting and deposits
- Ensure high quality food and drink is being provided to customers in a timely fashion and provide excellent customer service at all times.
- Attending staff meetings with the Bistro team.
- Report directly to the Bar Manager.
- Daily and weekly cleaning duties.
- Box office operation and organization (all servers at The Grindstone must operate our Showpass ticketing system and sell tickets to guests)
- Awareness of the entire Grindstone space and understanding of the shows and events that happen in the space with the ability to communicate to customers about Grindstone Theatre Society and the happenings in our spaces.

QUALIFICATIONS AND EXPERIENCE

- 1 or more years of Restaurant experience
- Strong interpersonal and customer relations skills. Ability to create and sustain positive working relationships.
- AGLC Pro-Serve (Pro-Tect suggested)
- Demonstrated attention to detail and ability to keep a cool head under pressure.
- Self-directed with the ability to take initiative.
- Cocktail and alcohol service training and/or passion is a bonus (can be trained).

COMPENSATION AND START DATE

- This position will start at \$15/hour plus tip-outs and tips, effective immediately, and will be subject to a 3 month probationary period.
- Start Date: Immediately

WORKING CONDITIONS

Working Conditions	Details
Hours of work	Part-Time, must be available late nights and weekends.
Work environment	<ul style="list-style-type: none"> • The role is based at Grindstone Comedy Theatre and Bistro and requires working during evenings, weekends, and holidays to accommodate performance schedules. • The position involves working off-site for events and festivals.
Travel requirements	Located in Edmonton, Alberta, accessible by bus

EQUAL OPPORTUNITY EMPLOYER

- Grindstone Theatre Society is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We believe that diversity in our workforce enhances creativity, drives innovation, and strengthens our community. We welcome applications from individuals of all backgrounds, regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other characteristic protected by law.
- We are dedicated to ensuring that our hiring practices and workplace policies are inclusive and equitable. All employment decisions at Orange Hub Theatres are made based on merit, qualifications, and organizational needs. We do not tolerate discrimination or harassment of any kind and are committed to providing a respectful and supportive environment for all employees.
- We encourage all qualified candidates to apply and look forward to considering your application.

HOW TO APPLY

- Please submit your resume and cover letter outlining your relevant experience and qualifications to jmartin@grindstonetheatre.ca with the subject line "Bartender/Server - [Your Name]". Please, no phone calls.