



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ADULT BEVERAGE SERVER

Job Number: 21000725

Job Code: 15130V170316

Job Group: 1500 - PARKS AND RECREATION

Job Established: 12/16/2014

Job Revised: 03/16/2017

Grade: 05 Salary (MIN - MID):

\$7.667-\$10.157 - Hourly

\$1,245.90-\$1,650.52 - 37.5 Hr. Monthly Salary

\$1,328.96-\$1,760.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Prepares and serves adult beverages and food to guests at State Parks; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of experience in food service operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty-one years of age. Must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Ky. Department of Alcoholic Beverage Control within 90 days of employment. Must complete the Department of Parks alcohol training before serving alcohol. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares and serves adult beverages and food to guests at State Park facilities. Sets up lounge area, mixes drinks, serves drinks, and cleans up lounge area. Prepares guest check and collects payment from the guest. Completes liquor requisitions and supply lists. Checks food to assure that appearance, temperature, and portions are correct and deliver food orders to guest. Perform prep work duties according to prep schedules to include cleaning and stocking bar area, prepare fruit garnishes, glassware, and mixers. Maintains the dining/lounge area in compliance with all safety, food, health department requirements, Department of Parks procedures, and Kentucky State Alcohol laws and Local Ordinances.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves periods of standing and carrying glasses, dishes, and tableware. May be required to lift cases of beverages. Typically involves use of cleaning supplies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.