



United States  
Office of Personnel Management

# **FWS Job Grading Standard for**

# **Bartender**

**7405**

**TS-33, 9/74**

**Workforce Compensation and Performance Service  
Classification Programs Division  
June 1998, HRCD-5**

## **COVERAGE OF THE STANDARD**

This standard is for use in grading nonsupervisory work involving the mixing and serving of beverages and the support services required for operating a bar. The work requires the ability to mix and serve alcoholic and nonalcoholic beverages, meet and converse with the public, and to maintain the bar in a presentable and sanitary condition.

## **WORK NOT COVERED**

Work having overall responsibility for the management of the bar.

## **TITLES**

Jobs graded by this standard at the grade level and above are to see titled *Bartender*. Jobs graded by this standard below the grade level are to be titled *Bar Assistant*.

## **GRADES**

This standard does not describe all possible grade levels at which jobs might be established for this occupation. If jobs differ substantially from the skill, knowledge, or other work requirements described in the grade levels in this standard, they may warrant grading at other levels based on the application of sound job grading methods.

**7405-1****BAR ASSISTANT****7405-1**

*General:* Bar assistants set up full service, limited service, and special party or banquet bars with the necessary supplies such as beverages, mixes, condiments, ice, and a variety of liquors and liqueurs, prior to opening the bar. Bar assistants continually check the cleanliness of the bar, its equipment and the bar area, and need for resupply. They replace supplies as necessary or as directed by the bartender and dispose of waste materials. Bar assistants unload and stack for storage all necessary supplies and clean and replace pressurized containers.

*Skill and Knowledge:* Bar assistants have the ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed. They have the skill required to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons. Bar assistants have the ability to mix and serve simple drinks under the close technical guidance of a bartender.

*Responsibility:* Bar assistants receive specific instructions concerning completion of their assignments and they may make simple decisions such as the type and amount of bar supplies needed from the storage room. On assignments of an unusual nature, the supervisor frequently checks their work, whereas repetitive assignments are completed with minimal supervision.

*Physical Effort:* The work at this level requires frequent light to moderate lifting and carrying of objects weighing 2 to 7 kilograms (5 to 15 pounds), pushing and pulling objects weighing 5 to 9 kilograms (10 to 20 pounds) and occasionally lifting up to and over 18 kilograms (40 pounds). Heavier objects such as beer kegs are usually transported with the aid of a dolly.

*Working Conditions:* Bar assistants work inside areas that are normally well lighted, heated, and have adequate fresh air. They are exposed to the possibility of chapped hands, bruises, and cuts.

**7405-3****BARTENDER****7405-3**

*General:* Grade 3 bartenders operate limited service bars such as portable bars for private parties and banquets. They mix and serve alcoholic and nonalcoholic drinks, receive and record payment at time of sale, and maintain the bar in a presentable and sanitary condition.

*Skill and Knowledge:* Grade 3 bartenders are required to have the knowledge and skill to mix and serve beverages from a bar which is limited to a few varieties and brands of liquor, soda, beer, and wine. Some pre-mixed beverages, such as daiquiris, are served; however, beverages of the exotic variety such as a Zombie, are not mixed and served. Grade 3 bartenders have knowledge of the correct proportions and mixtures to use in preparing beverages according to name request from patrons or cocktail attendants. They have the ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. They collect tabs or chits in appropriate amounts and reconcile them with the quantities and prices of items dispensed.

*Responsibility:* Bartenders at this level receive instruction concerning the proper operation of the bar either orally or in writing from the club or bar manager, and are held responsible for the proper operation of the limited service bar.

*Physical Effort:* Grade 3 bartenders walk or stand for prolonged periods of time. They frequently handle objects weighing up to 5 pounds, and occasionally objects weighing up to 18 kilograms (40 pounds).

*Working Conditions:* Working conditions are the same as those described at [grade 1](#).

**7405-5****BARTENDER****7405-5**

*General:* In comparison to work done at the grade 3 level, the work at this grade involves the operation of a full-service bar from which all types of alcoholic and nonalcoholic drinks are mixed and served.

*Skill and Knowledge:* In comparison to requirements at the grade 3 level, Grade 5 bartenders mix and serve a wider variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters, and fruit garnishes. They also serve liqueur, beer, and wine, and are skillful in mixing such beverages as an Alexander, Margarita, Zombie, and Singapore Sling. They have the skill required to completely set up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement. They collect tabs, chits or cash in appropriate amounts and are accountable for cash and inventory for the period worked.

*Responsibility:* Instructions concerning the proper operation of the bar are furnished orally or in writing by the club or bar management. Bartenders at this level are held responsible for the proper operation of the bar, receipts, and inventory accountability.

*Physical Effort:* Physical effort required at this grade is the same as that described at [grade 3](#).

*Working Conditions:* Working conditions are the same as those described at [grade 1](#).