

Position Title: Bar Manager

FSLA Status: Full-time

Starting Salary: \$20.00/hour

Benefits: Once eligible, 3% match for Individual Retirement Account and 15 days paid time off. For full-time and part-time, 10 paid holidays, two paid half days.

Supervisor's Title: Operations Manager

Location: 1432 Niagara St, Buffalo, NY 14213

Required Hours: Tuesday-Thursday 4-8pm, Friday-Saturday 12-8pm

Organization Mission:

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Programs Overview:

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI has two focus areas—Education and Economic Development. WEDI's Economic Development focus area provides multi-faceted support to aspiring and early career entrepreneurs, helping them gain access to capital and resources, address challenges, and incubate concepts. Economic Development offers two programs available to underserved residents of all races, ethnicities, and genders: microlending (modest loans to entrepreneurs) and the West Side Bazaar (a small business incubator and community gathering space).

Primary Purpose and Function

As the Bar Manager at West Side Bazaar, you will be responsible for overseeing all aspects of the bar operations while maintaining a warm and inviting atmosphere suitable for families. You will lead a team of bartenders and ensure exceptional customer service, efficient operations, and compliance with all relevant regulations.

Essential Functions and Responsibilities

- Manage day-to-day operations of the bar, including opening and closing procedures, inventory management, and staffing schedules.
- Train, supervise, and motivate bar staff to deliver high-quality service and maintain a friendly and welcoming atmosphere.
- Develop and maintain standard operating procedures for the bar, including drink preparation, cleanliness, and safety protocols.
- Ensure compliance with all local, state, and federal regulations regarding the sale and service of alcohol.
- Oversee the selection, ordering, and inventory management of bar supplies, including beverages, mixers, and garnishes.
- Monitor and control beverage costs and implement strategies to maximize profitability.
- Collaborate with the kitchen team to develop and update drink menus, ensuring offerings are suitable for families and align with the venue's brand.

Vision

All residents of Western New York can success and thrive in a culturally inclusive community.

Mission

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- Handle customer inquiries, comments, and complaints in a professional and timely manner, striving to exceed guest expectations.
- Maintain cleanliness and organization of the bar area, including equipment maintenance and sanitation standards.
- Conduct regular staff meetings to communicate updates, address concerns, and foster a positive team environment.

Required Qualifications:

- **Must be able to work Tuesday-Thursday 3-8pm, Friday-Saturday 12-8pm.**
- Previous experience in a supervisory or management role in a bar or restaurant setting.
- Strong leadership skills with the ability to motivate and develop a team.
- Excellent interpersonal and communication skills, with a focus on providing exceptional customer service.
- Thorough knowledge of beverage operations, including drink preparation techniques and industry trends.
- Familiarity with inventory management software and point-of-sale systems.
- Understanding of relevant laws and regulations pertaining to alcohol service.
- Ability to work evenings, weekends, and holidays as required.

Preferred Qualifications:

- Certification in responsible alcohol service (e.g., TIPS, ServSafe Alcohol).
- Bachelor's degree in hospitality management or a related field.
- Experience working in a family-friendly or entertainment venue.

Physical Requirements:

- Must be able to sit or stand for long periods of time.
- Exert up to 50lbs. pushing, pulling, or lifting.
- Walking and climbing stairs required.
- Able to talk/hear and communicate with others with or without reasonable accommodation.

Westminster Economic Development Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, regardless of race, gender, ethnicity, national origin, sexual orientation, religion, age, or history.

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