



Pittsburgh Irish Festival Beverage Area Coordinator Job Description

Position: Contractor position, Beverage Area Coordinator, for Thursday, September 6 – Sunday, September 9

Reporting Relationship: Pittsburgh Irish Festival Beverage Manager

Status: For festival only, up to 40 hours total

Compensation: \$10 per hour

Overview: The Pittsburgh Irish Festival is non-profit with the mission to preserve and promote the Irish culture in Western Pennsylvania. We are seeking several contractors to work in our beverage area at the 28th Annual Pittsburgh Irish Festival occurring on Friday, September 7 to Sunday, September 9 at the Riverplex at Sandcastle.

Duties and Responsibilities:

- Responsible for the overall operation of assigned beverage area, including:
- Be a welcoming presence in the Pittsburgh Irish Festival beverage areas
- Maintain beverage area including: Set-up, Cleaning, Stocking, Decorating, & Tear-down
- Direct the work of all volunteers assigned to the beverage area
- Serve beverages
- Assure that beverage area has an adequate stock of all beverages and supplies by monitoring inventory and coordinating stocking with Beverage Manager.
- Promptly informing Beverage Manager and other team members when inventory or ice need replaced
- Ensuring patrons ordering alcohol are 21+ by checking IDs/wristbands
- Distribution of shift tips
- Accurately and positively represent the Pittsburgh Irish Festival
- Perform other related duties as assigned

Job Location and Conditions:

- Must be willing to work outside in varying weather conditions
- Must operate equipment safely and in accordance with training
- **Must be available to work for the entirety of the festival hours including:**
 - Set-up Thursday, September 6 (hours TBD)
 - Friday, September 7: 1 p.m. – 11:30 p.m.
 - Saturday, September 8: 9 a.m. – 11:30 p.m.
 - Sunday, September 9: 9 a.m. – 8 p.m. (including tear-down)

Qualifications:

- RAMP/TIPS certification preferred
- Good oral communication skills. Strong organizational skills
- Ability to create a positive, team-oriented and productive work environment
- Ability to work in a team setting
- Previous event and/or beverage experience strongly preferred
- Ability to lift 40 lbs.
- Ability to think and act in a fast-paced environment
- Must have access to reliable transportation to get to/from work
- Must have ability to stand for long hours

To apply:

Submit resumé and cover letter (with references) to:

Hiring Manager, Pittsburgh Irish Festival

Pghirishfestival@gmail.com