



## 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 28<sup>th</sup> 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