



**JOB DESCRIPTION: Bartender/Barista**

**Date:** April 12, 2026

**Rate:** Part-time, \$15-17/hour, plus tips, not benefits eligible

**Reports to:** Hospitality Manager

**POSITION SUMMARY**

**Bartenders/Baristas** are important stewards of the TimeLine experience; “cultivating transformative and immersive experiences that foster lasting connections and learning.” This is done by preparing and serving quality food and beverage offerings before and after TimeLine’s live theatrical performances within our cafe/bar. Ideal candidates for this position thrive in fast-paced environments, have prior bar/cafe experience, and are passionate about quality customer service. All Bartenders/Baristas should exhibit our values of compassion, collaboration, and inclusivity in their work.

**PRIMARY RESPONSIBILITIES**

- **Bar and Cafe Operation:** Bartenders/Baristas operate TimeLine’s bar and café, performing duties including (without limitation):
  - opening and closing the cafe/bar before and after theatrical performances;
  - staffing and operating the bar and café during TimeLine productions and special events (i.e. donor events, special events, and our annual Gala);
  - prepping and serving food items by accurately following written recipes;
  - efficiently preparing and serving coffee beverages, mixed drinks, soft drinks, and wine and beer;
  - accurately and quickly processing sales, taking payments, and making change (if necessary); and
  - maintaining a clean and well-stocked working environment.
- **Other Customer Service:** In addition, Bartenders/Baristas:
  - respond to menu, company info, and show related questions from patrons;
  - provide directions to seats and around the building, if asked;
  - maintain a working knowledge of POS system;
  - actively listen to patron issues and/or concerns to resolve them in a friendly and efficient manner.

**SECONDARY RESPONSIBILITIES**

- **Company Culture:** Bartenders/Baristas are expected to:
  - be knowledgeable about the company, our mission, values, current productions, current season, and upcoming events;
  - advance the strategic marketing goals of the theatre through thoughtful collaboration with the Audience Services and Marketing teams; and
  - create a welcoming and inclusive atmosphere through honest, clear communication with patrons, staff, and teammates.

## OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

## COMPETENCIES

- **Adaptability:** Ability to respond to varying needs and preferences of the organization.
- **Attention to Detail:** Meticulous in executing tasks to ensure high quality and accuracy; passionate about serving quality food and drinks.
- **Customer Service:** Focused on providing great hospitality to our patrons.
- **Time Management:** Ability to thrive and manage multiple tasks in a fast-paced, high energy, multicultural environment.
- **Communication:** Effectively identify and communicate issues or problems to your team
- **Collaboration:** Enjoy working as a team but can also accomplish tasks independently.
- **Initiative:** Feeling responsible for the environment around you and seeking to improve it with every action, without direction if necessary. Proactive in identifying issues and implementing effective solutions.
- **Professional Demeanor:** Maintaining calm disposition in all public-facing situations, including emergencies.
- **Punctual:** Strong track record of showing up on time and ready to work.
- **Anti-Racist:** Ability to embody TimeLine's value of anti-racism in all aspects of working with fellow staff, company members, board members, audiences, and the public.

## EDUCATION & EXPERIENCE

- Required:
  - Some prior experience performing high volume customer service-related work
  - Must have active Illinois BASSET and Food Handler certificates before starting.
  - Perform all duties in a manner consistent with the organization's core values and personnel policies.
- Preferred:
  - Experience working in a performing arts concessions environment or with emergency situation management
  - First Aid and CPR certification
  - Experience with point-of-sale (POS) system and/or cash management

## WORK ENVIRONMENT, SCHEDULE, & PHYSICAL DEMANDS

This role will work onsite at TimeLine's facility at 5035 N. Broadway in Chicago. The schedule is expected to include 10-30 hours/week during performance weeks, and may include nights, weekends, holidays, and other times as demanded by café/bar operations.

This role routinely uses commercial kitchen, coffee, and bar equipment, and computers. This role requires performing physical labor including standing for long periods, carrying items, food preparation, bar service, and lifting/maneuvering 50 pounds or more.

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability,

military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

**To Apply**

Submit your materials and follow the instructions [in our application portal](#).