

Job Description

This job description forms the basic requirements of your employment. This is not an exhaustive list and there may be occasions when you are required to perform duties outside the scope of your job description. Bonuses, benefits and promotions will be based on the success of the following.

Bartender

All bar staff are ultimately responsible for providing timely, accurate and friendly service in the bar area.

Responsibilities and duties:

- ◆ Taking beverage orders from customers and floor staff, and preparing and serving same in a timely manner.
- ◆ Preparation of alcoholic and non-alcoholic beverages, including cocktails.
- ◆ Ensuring company standard operating procedures are adhered to at all times.
- ◆ Record drink orders accurately and provide customers with a till receipt for their purchase.
- ◆ Accept customer payment, process credit card charges and make change (if required).
- ◆ Wash and stack all glassware correctly.
- ◆ Assisting in the restocking of the bar.
- ◆ Prepare garnishes for drinks.
- ◆ Clear down tables in bar area and ensure tables are reset as required.
- ◆ Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- ◆ Receive and serve food orders to guests seated at the bar.
- ◆ Report any problems directly to the Bar Manager.
- ◆ Make best efforts to learn the names and personally recognise the regular customers.

Basic Requirements:

- ◆ Be age of 18 years or over.
- ◆ Ability to communicate well and understand the English language to a high standard.
- ◆ A good knowledge of beer, wine, spirits and common drink recipes.
- ◆ Possess basic math skills and have the ability to handle cash and operate a cash register.
- ◆ Ability to work in a standing position for long periods of time (up to 5 hours).
- ◆ Ability to reach, bend, stoop and frequently lift up to (but not exceeding) 16 kilos.

Accepted by Employee: _____ **Print Name:** _____

Manager Signature: _____ **Dated:** _____