

SAMPLE BAR MANAGER JOB DESCRIPTION

General Purpose

Plan, direct and oversee all bar operations including managing staff, ensuring product and service standards are met and implementing and maintaining procedures for maximum operating efficiency.

Main Job Duties and Responsibilities

set objectives and targets for beverage unit/bar

determine staff needs and recruit staff

performance manage staff

assess development needs and train and coach staff

delegate duties and tasks to staff to meet objectives and maximize resources

set and monitor quality and service standards for staff

communicate company policy, standards and procedures to staff

direct and manage staff members to meet standards and objectives

ensure staff operate within company policies

organize and adjust staff rotas and schedules in accordance with available resources and labor regulations

oversee the preparation and presentation of beverages to meet set standards

resolve customer complaints promptly

monitor cleanliness and hygiene of bar area

promote and practice compliance with fire, health, safety and hygiene standards and regulations

oversee accurate cash-up procedures and ensure necessary paperwork is complete

ensure adherence to cash management procedures

ensure adherence to stock control procedures

monitor and order supplies

liaise with suppliers and sales representatives

confirm that procurement of supplies is on the best possible terms

make certain all deliveries are checked in correctly and documentation is correct

check stock is correctly rotated and stored to reduce wastage

oversee the bar display to maximize functionality and attractiveness

set, monitor and control budget for the beverage unit/bar

plan and implement cost control measures

plan and implement systems to maximize sales and revenue

organize promotional activities

generate and present financial reports

implement improvements for products and service

maintain regular communication with staff and management through meetings and discussions

stay current with relevant legislation regarding service of alcohol, sale of tobacco and licensing

Skills and Experience

High School Diploma

tertiary qualification preferred

experience in the management of a bar or beverage service operation

complete working knowledge of alcoholic and non-alcoholic beverages

knowledge of business management principles and practices

knowledge of basic accounting procedures

knowledge of cost control procedures

knowledge of human resource management practices

knowledge of administrative procedures

knowledge of relevant computer applications

Key Competencies

judgment

decision-making

problem-solving

organizing and planning

resource allocation and management

delegation

communication

attention to detail

coaching

stress tolerance

team member