



B. HOSPITALITY CO

JOB DESCRIPTION

TITLE: BAR MANAGER

REPORTS TO: GENERAL MANAGER

FLSA: EXEMPT

POSITION OBJECTIVE: Ensures beverage quality, cleanliness, and guest satisfaction. Oversee the bars daily operations, including scheduling, keeping inventory, and employee responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules and/or monitors bartenders hours and assign duties based on business, events and specials.
- Plans drink menus and inventory utilization based on anticipated number of guests, popularity, and costs.
- Organizes and directs bartender training programs, resolves personnel problems, and evaluates employee performance for your department.
- Assesses staffing needs; communicates your needs to the General Manager.
- Maintains bar and equipment inventories, and keep inventory records.
- Performs some preparation or service tasks such as preparing drinks, clearing bar, and serving drinks when necessary, present bills, accept payments, and operate cash register if needed.
- Prepares shift checkouts; ensures all drops for your shift are correct.
- Checks identification of guests in order to verify age requirements for purchase of alcohol.
- Attempts to limit problems and liability related to guests excessive drinking by taking steps such as persuading guests to stop drinking, or ordering taxis or other transportation for intoxicated guests.
- Receives beverage deliveries, checking delivery contents in order to verify product quality and quantity.
- Assists in monthly, weekly or daily inventory and all spreadsheets related.
- Is knowledgeable on how various drink menu items are prepared, describing ingredients and mixing methods.
- Reviews work procedures and operational problems in order to determine ways to improve service, performance, and/or safety.
- Maintains and oversees the cleanliness/organization of the bar areas.
- Keeps records required by government agencies regarding sanitation, and food or drink subsidies when appropriate.
- Arranges for equipment maintenance and repairs, and coordinates a variety of services such as waste removal and pest control.

QUALIFICATIONS/SKILLS:

- Excellent Customer service skills.
- Demonstrated ability to calculate figures and amounts such as discounts, interest, and percentages.
- Commitment to excellence and high standards.
- Great verbal communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Bilingual (Spanish) skills a plus.

EDUCATION AND/OR EXPERIENCE:

- 2-4 years of management experience in Full Service Restaurant
- Bachelor's Degree not required but preferred