BAR
CONTENTS

➢ STAFFING
➢ JOB SPECIFICATION
➢ JOB DESCRIPTION
➢ DUTIES AND RESPONSIBILITIES
STAFFING

BAR MANAGER

BAR CAPTAIN

BARTENDER

BAR STEWARDS

BAR BACKS

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BARTENDER

- Reports to: F&B Manager / Bar Manager

- Job Summary:
  - Responsible for the daily Bar operations, Standards of hygiene & cleanliness and proper & storage of liquor, juices and other drinks
BARTENDER

Duties:

- Maintaining and ordering adequate wet stocks
- Controlling daily supplies of Bar stocks
- Organizing Duty schedules for Bar staff
- Maintaining discipline within the bar and ensuring good service at all times
BARTENDER

➢ Qualities:

➢ Good appearance, Good sales person, creative, Organizing abilities, Honest, reliable and sober, Bright personality

➢ Qualification:

➢ Hotel school graduate, Bar experience of International hotel standing. Good beverage knowledge
BAR STEWARD

Reports to: -- Bartender

➢ Job Summary:
➢ Responsible for day to day running of the Bar, maintain standards of hygiene and reporting of defective machinery
BAR STEWARD

Duties:

- Organizing the service in the Bar area and operating in an efficient and hygienic manner
- Maintaining the Bar stocks in order
- Handing over the operation to the next shift
BAR STEWARD

 Qualities:
 Good appearance, Sense of responsibility, Honest & reliable
 Qualifications:
 Good general education, Hotel school graduate and /or Hotel experience
JOB DESCRIPTION OF BARMAN

- Attend daily meeting with managers, conducts briefing
- Overall supervision of the outlet, maintenance etc
JOB DESCRIPTION OF BARMAN

- Staffing, duty roster, daily briefing
- Should have a flair for up selling, wines, cocktails
- Ensure guests’ personalization and satisfaction
JOB DESCRIPTION OF BARMAN

- Should make daily report, sale etc.
- Allocate the duties of the staff, take responsibilities in absence of Manager
- Maintain daily cover report, Log book etc.
JOB DESCRIPTION OF BARMAN

- Have a good knowledge of beverages, Wines, Cocktails etc.
- Is responsible for closing the bar and giving inventory to the F&B Controller
JOB DESCRIPTION OF STEWARD

- Should have a smart turn out and have the basic etiquettes
- Have a sound knowledge of English and menus
JOB DESCRIPTION OF STEWARD

- Respect the seniors, maintain good relations with service & kitchen staff
- To do table setting, do the mis-en-place, mis-en-scene
JOB DESCRIPTION OF STEWARD

- Should be able to take orders from the guests
- Capable of serving beverages by means of salvers service
JOB DESCRIPTION OF STEWARD

- Should be able to do buffet set up
- Should have knowledge of beverages, Mocktails cocktails
- To ensure guest satisfaction
DUTIES OF A BAR MANAGER

- An effective Bar manager should be aware of standards, service procedures
- He should be knowledgeable, & have a natural flair for selling
- **Budgeting** - Meeting the budget, business forecast, market survey, sales calls
DUTIES OF A BAR MANAGER

➢ For employees-

➢ Discipline, leadership, relationship, motivation, co-ordination, oral & written communication, team development

➢ Duty roster, staff time management

➢ Employees grievances, progress report
DUTIES OF A BAR MANAGER

- Operational skills-
  - Menu pricing, standardization of products, accident prevention, maintenance, conducting interviews, cost control
DUTIES OF A BAR MANAGER

- For guest-
  - Personalization, guest relation, guest satisfaction, problem solving

- Marketing –
  - Merchandising of products, holding food festivals, calling guests on birthdays, wedding anniversaries etc.
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THANK YOU

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