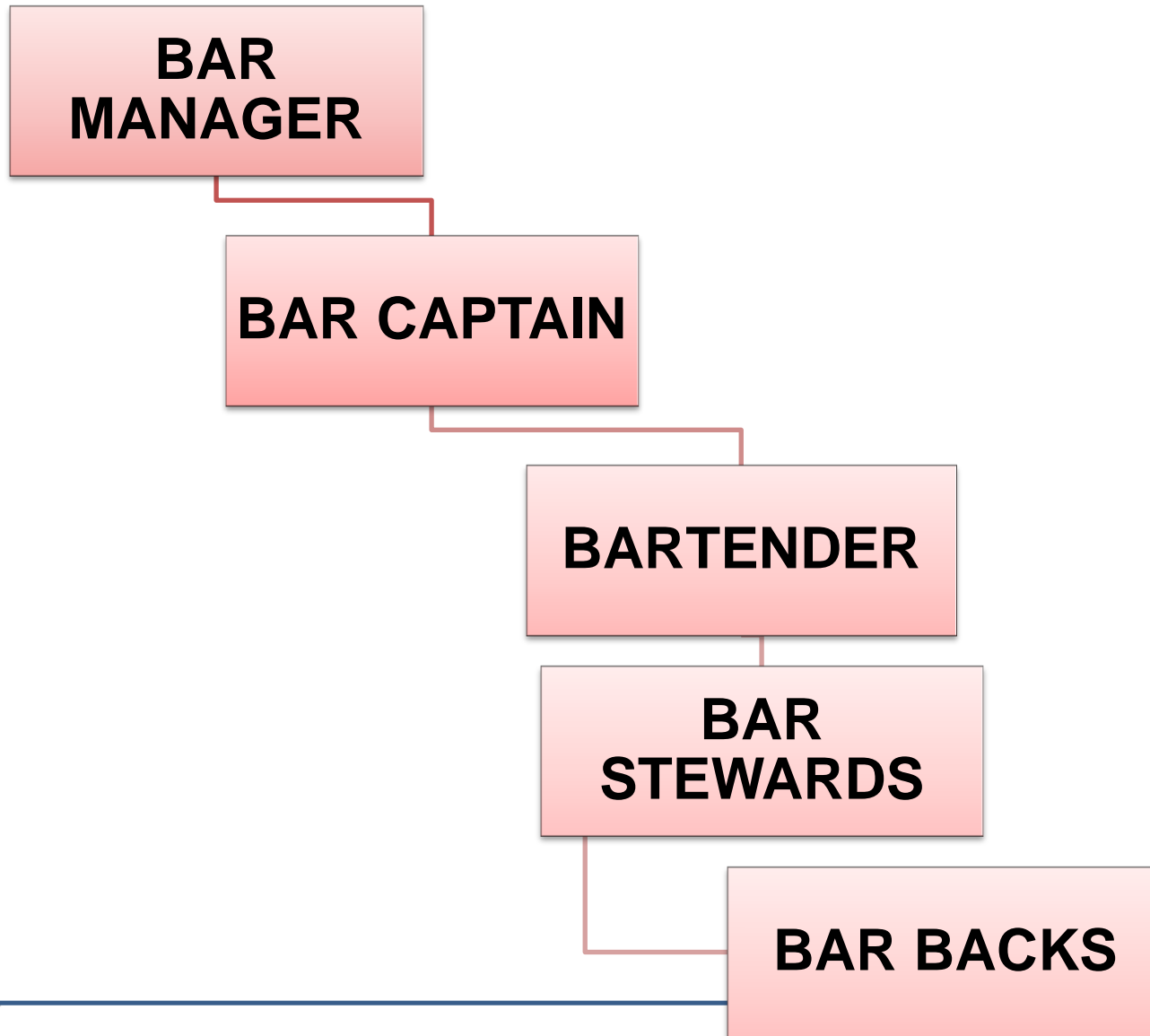


# BAR

# CONTENTS

- STAFFING
- JOB SPECIFICATION
- JOB DESCRIPTION
- DUTIES AND RESPONSIBILITIES

# STAFFING



# 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
- Over all 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 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.

# REFERENCES

- [www.wikipedia.com](http://www.wikipedia.com)
- [www.tastings.com](http://www.tastings.com)
- [www.in-the-spirit.com](http://www.in-the-spirit.com)
- [www.buzzle.com](http://www.buzzle.com)
- [www.tulleho.com](http://www.tulleho.com)
- Text book of Food and Beverage Service by Anita Sharma and S. N. Bagchi
- Food and Beverage Service by Sandeep Chatterjee



**THANK YOU**

**Gautam Singh , Hospitality Trainer , 07830294949**