

## Bar Attendant (Supervisor)

### Position details

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| <b>Position</b>        | Bar Attendant (Supervisor)   |
| <b>Reports to</b>      | Duty Manager   |
| <b>Responsible for</b> | Ensuring customers are served in a professional and timely manner<br>Supervising/training employees of a lower grade<br>General cleanliness of the work area |
| <b>Department</b>      | Food and Beverage  |
| <b>Hours of Work</b>   | Full-time 38 hours per week<br>Part-time Less than 38 hours per week<br>Casual As requested  |

### Main duties and tasks:

- Supervising and training food and beverage attendants of a lower grade for a bar/licenced venue
- taking reservations, greeting and seating guests
- report to manager on duty or equivalent senior management or venue owner, assist in rostering of staff
- assist manager on duty or equivalent management or venue owner with end of shifts (afternoon or night) reconciliation of transactions
- receipt and dispensing of all monies
- banking of cash and ensure the till is adequate for change
- coordinate and manage stock take
- preparing, serving and selling cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic beverages to patrons in a bar in a licensed establishment
- cleaning and maintaining bar service areas
- collecting payment for sales and operating cash registers
- promoting services and products
- washing glassware and arranging bottles and glasses
- tapping kegs and attaching supply lines
- replenishing drink dispensers, shelves and refrigerators
- perform general waiting duties and other incidental duties