

BAR MANAGER

JOB DESCRIPTION

In order to succeed as a Bar Manager, you should be observant and have the ability to think critically and efficiently. You should be a skilled communicator with excellent problem solving, observation, and interpersonal skills.

Bar Manager Responsibilities:

- Manage the business aspects of the bar, such as keeping a current liquor license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals.
- Hiring and training staff to provide excellent service to patrons.
- Creating effective schedules and quickly resolving conflicts to ensure that bar is well staffed during peak hours.
- Setting and enforcing quality and safety controls.
- Ensuring licenses are updated and in line with current legislation.
- Working with diverse personalities both on the staff and patrons.
- Planning and taking part in promotional events.
- Diffusing tense situations between patrons or staff members to prevent possible safety or legal issues, ejecting unruly persons, if needed.
- Maintaining a fun, safe atmosphere for patrons.
- Complete weekly goal setting and discussion.
- Picking up any trash in restroom prior to washing hands and exiting.
- Supporting other restaurant staff members by assisting with other tasks, as needed.
- Reporting any accidents or violations of food safety codes and procedures.
- You must complete a daily audit of your credit card receipts. All receipts should be viewed and verified they are all signed and present. If you have an unsigned or missing credit card receipt, you must note this on your daily Z report. There is an instructional video available in the staff training files on all iPads.
- All tipped staff members must complete a weekly tip claim form. If your last work day falls before Sunday, complete your tip claim on the last day scheduled for that week. A training video for completing your weekly tip claim is also available in the staff files on all iPads.

Bar Manager Requirements:

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- Restaurant or management experience or more education is generally preferred.
- Strong understanding of business management and accounting principles.
- Excellent computer, problem-solving, and customer service skills.
- Exceptional communication and interpersonal skills.
- Ability to diffuse tense situations and resolve conflicts.
- Willingness to work during peak hours, including weekends, and holidays.
- Effectively delegate responsibilities and maximize resources.
- Decisiveness.
- Ability to walk, stand, and occasionally carry heavy items in a fast-paced, stressful environment.