

OCCUPATION: BAR ATTENDANT (SUPERVISOR) (EQUIVALENT TO ANZSCO SKILL LEVEL 4)

Reports to: Duty Manager or Manager

6-digit Code: **070499**

Position Description: The position is within a licensed hotel, bar or food and beverage premises, or larger premises with a licensed food and beverage division. The position reports to a manager, such as a hotel duty manager, restaurant manager or similar manager (including owner-manager) depending on the scale of the business. The position is responsible for ensuring customers are served in a professional and timely manner, and that stock and takings are managed effectively and efficiently. The role is responsible for supervising one or more other bar staff at any one time, and for training bar employees at a lower level.

Main Duties and Tasks:

- supervising and training other bar 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
- supervising or undertaking 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.