



The Meat & Wine Co.

BAR ATTENDANT

POSITION DESCRIPTION

POSITION SUMMARY:

Contributes to the efficient and profitable operation of the restaurant while maintaining The Meat & Wine Co. ("the Company") reputation and culture. Further to this responsibility, a Bartender is responsible for maintaining a high standard of beverage, service and health and safety in the bar.

POSITION DIMENSION:

Reports to: Bar Supervisor

Direct Reports: N/A

JOB TASKS:

The delivery of:

- A superior level of service and product standards to ensure the ultimate level of customer satisfaction (i.e. quality product, customer feedback, guest satisfaction, store ambience).
- Daily bar operations as outlined by Company policies and standards (i.e. checklists, bar displays and cleaning rosters).
- The positive interaction with both fellow staff members and guests to create a harmonious working environment as outlined by Company policies and standards.
- The effective execution of sales techniques to assist the restaurant profitability.
- Work/Occupational Health and Safety requirements including bar cleanliness and staff/customer safety.
- Any other relevant duties as directed by management.

MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

Key Objective: To contribute to the effective management of operations across the bar to meet Company objectives and key performance indicators.

Operations

To ensure that:

- Bar opening, closing and service procedures are executed consistently and correctly
- Stakeholder (i.e. customers and staff) feedback is responded to immediately and constructively
- All bar products adhere to Company specifications and standards
- Marketing and retail promotions and programs are effectively executed
- The Responsible Service of Alcohol procedures are met and legally complied with
- Work/Occupational Health and Safety procedures are managed to reduce compensation and general liability claims
- All fire or evacuation drills are managed and executed including the complete familiarisation with all exits normally used by customers, as well as fire escapes
- All bar equipment is maintained through following cleaning procedures and any damage is reported to management
- Assigned area cleanliness and organisation is of the highest standard
- The reconciliation of financial transactions is correct and timely

Staff

- Feedback regarding strengths, weaknesses and conflict is actively given, received, accepted and actioned
- Behaviour is consistent with Company values (please see attached document)

Profit

To ensure that:

- Profit opportunities are identified and reported to management
- Wastage and Shrinkage/Breakage is at a consistently low level and documented accordingly
- Average daily spend per head and daily covers are contributed to and are at a maximum

Administration

To ensure that:

- All bar checklists are completed and evolved
- Acceptable use of internet and emails as per Company policies and procedures
- Supplier contacts lists are kept current
- Staff meetings and training courses are attended
- Daily communications are recorded in accordance with Company policies (i.e. Powerspace)

ESSENTIAL SKILLS, QUALIFICATIONS, AND KNOWLEDGE:

Skills and Knowledge

- Menu information and beverage composition is thoroughly understood
- Good communication skills
- Computer knowledge
- A current RSA Certificate
- Excellent personal hygiene and presentation

ATTRIBUTES:

Refer to the attached document outlining Company values.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Some physical activity is required including bending and lifting
- Rostering will be rotated and includes nights and weekends

Employee Acceptance

I, _____ have read and understood the key areas of responsibility as outlined in my job description.

Signature:

Date: