



JOB DESCRIPTION

JOB TITLE: Casual Bar Assistant

DEPARTMENT: Holiday Inn

RESPONSIBLE TO: Bar Supervisor

PRIMARY PURPOSE OF JOB

To provide Guests with a friendly & professional service by dispensing alcoholic/non-alcoholic beverages and food within the bar areas.

Summary of Duties and Responsibilities

1. To be fully aware of, and adhere to, all licensing laws.
2. To serve alcoholic / non-alcoholic beverages and bar food from the bar to tables in a proper and efficient manner using tray service at all times.
3. To prepare the bar, Cellar and lounge area for daily service.
4. Maintenance and high standards of cleanliness in the bar and lounge area must be adhered to.
5. To restock bar, bar shelves, fridges and any other storage area within the main bar with the necessary stock.
6. To rotate bar stock within both bars, ensuring that all food & beverage goods are within date.
7. To ensure daily stock requisitions are completed and returned to the Food & Beverage Controller.
8. To be fully conversant with the operation of the till and be responsible for the cash being handled.
9. To be fully aware of Cellar procedures.
10. To work with the bar team to ensure all daily, weekly and monthly cleaning schedules are completed.
11. To comply with and act in accordance with all Company fire regulations and to adhere to the Company's fire policy.
12. To act in accordance with all Health & Safety and Hygiene regulations and to adhere to the Company's Health & Safety policy.
13. To attend all statutory training as & when requested.
14. To maintain personal training files.
15. To arrive at work at the correct time and in the correct uniform ensuring is in immaculate condition.
16. To behave in a friendly, hospitable and professional manner to all guests, customers and staff.

This JOB DESCRIPTION is not exhaustive; therefore the jobholder may be required, from time to time, to carry out tasks as & when requested by Management.