

Job Description

Position Bar Tender
Department Charter Bar & Eatery
Reports to Charter Bar & Eatery Manager/Manager on Duty.

Main Purpose of the Job

The Bar Tender understand all the inner workings of all the MPH Bars. The Bar Tender is expected to have a wide knowledge of their department, solid organizational and problem-solving skills. To ensure the provision of friendly and efficient beverage service to all guests, in a clean and hygienic environment, ensuring that they comply with Company and Legal legislation. To monitor and maintain all bar stocks and monies.

Key Duties:

- Help support and drive the Vision, Mission and Purpose of the Midlands Park hotel.
- Live to and embody the Midlands Park Hotel Values.
- Achieve the Midlands Park Hotel competencies.
- Verify identification and age requirements of customers
- Mix traditional and creative cocktails
- Process payment from customers
- Clean glasses and bar utensils
- Make suggestions based on customer tastes and preferences
- Record and balance cash receipts and prepare cash deposits
- Open and maintain tabs throughout their shift
- Build a rapport with regular customers to create a positive atmosphere
- Stock control – to ensure bars are prepared for monthly stock take.
- To ensure that all equipment in your area is regularly serviced and any faults/breakages are actioned immediately to be rectified.

Responsibilities:

1. Prepare alcohol or non-alcohol beverages for bar and restaurant patrons
2. Interact with customers, take orders, and serve snacks and drinks
3. Assess customers' needs and preferences and make recommendations
4. Mix ingredients to prepare cocktails
5. Plan and present bar menu
6. Check customers' identification and confirm it meets legal drinking age
7. Restock and replenish bar inventory and supplies
8. Stay guest focused and nurture an excellent guest experience
9. Comply with all food and beverage regulations
10. To read, understand and carry out your responsibilities as defined in the Health and Safety Statement and Staff Handbook.
11. To carry out any reasonable requests by Management.

I have read and understood what my duties and responsibilities are.

Employee Signature

Date

Manager Signature

Date