

OCCUPATION: Bar Manager (equivalent to ANZSCO Skill Level 2) – 29 March 2022

Reports to: General Manager or Owner/Manager

6-digit Code: 070499

Position description

The position of Bar Manager organises and controls the operations of a licensed bar, either a stand-alone bar or a bar within a larger premises such as a hotel, motel, resort, lodge, tourist or mining camp, or on a vessel, or within a restaurant. The position reports to a general manager, or owner-manager. The role of Bar Manager is to organise and control the operations of the bar, including the management and training of staff, ensuring customers are served in a professional and timely manner, and exercising patron care. Depending on the scale of the business, in larger premises with longer trading hours including weekends the position may be a duty manager position and may also be responsible for managing an associated liquor retail outlet, such as a 'bottle shop'. The Bar Manager position is not appropriate for a stand-alone 'bottle shop' that does not also have a bar that serves alcoholic beverages to patrons.

Main duties and tasks include:

- planning drink menus including wine lists and sophisticated drinks such as cocktails
- planning and organising special functions
- arranging the purchasing and pricing of goods according to budget
- maintaining records of stock levels and negotiating with suppliers
- ensuring bar facilities comply with licensing and health regulations and are clean, functional and of suitable appearance
- conferring with customers to assess their satisfaction with products and service
- selecting, training and supervising bar staff, and where relevant 'bottle shop' staff, including ensuring that the staff profile complies with licensing laws
- ensuring all licensing laws are complied with by staff and patrons, including the provision of 'crowd controllers' ('bouncers') where required
- ensuring the bar and premises are operated in a manner that ensures the safety and well-being of staff and patrons
- managing the bar budget and financial transactions
- may be engaged in marketing and promotion of the bar and its services
- may greet guests and assist in preparing and serving beverages to patrons

Skills, qualifications and experience

- The skills, qualifications and experience as described in **Category 5** in the EK DAMA Information Guide.