

OCCUPATION: Bar Supervisor (Equivalent to ANZSCO Skill Level 4) – 29 March 2022

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 bar attendants at any one time, and for training bar employees at a lower level to meet employer and client expectations of service and quality.

Main duties and tasks include:

- supervising and training bar attendants of a lower grade for a bar/licenced venue
- taking reservations, greeting and seating guests
- reporting to manager on duty or equivalent senior management or venue owner
- assisting with rostering of staff
- assisting manager on duty or equivalent management or venue owner with end of shifts (afternoon or night) reconciliation of transactions
- receipting and dispensing of all monies
- may include banking of cash and ensure the till is adequate for change
- coordinating and managing stock takes
- 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
- performing general waiting duties and other incidental duties relevant to the position

Skills, qualifications and experience

- The skills, qualifications and experience as described in **Category 7** in the EK DAMA Information Guide.