

DUNSTABLE REP THEATRE CLUB

BAR MANAGER - JOB DESCRIPTION

General Purpose

Plan and oversee all bar operations including ensuring product and service standards are met and implementing and maintaining procedures for maximum operating efficiency.

Main Job Duties and Responsibilities

- set objectives and targets for beverage unit/bar
- oversee the preparation and presentation of beverages to meet set standards
- resolve customer complaints promptly
- monitor cleanliness and hygiene of bar area
- promote and practice compliance with fire, health, safety and hygiene standards and regulations
- oversee accurate cash-up procedures and ensure necessary paperwork is complete
- ensure adherence to stock control procedures
- monitor and order supplies
- liaise with suppliers and sales representatives
- confirm that procurement of supplies is on the best possible terms
- make certain all deliveries are checked in correctly and documentation is correct
- check stock is correctly rotated and stored to reduce wastage
- oversee the bar display to maximise functionality and attractiveness
- set, monitor and control budget for the beverage unit/bar
- plan and implement cost control measures
- plan and implement systems to maximise sales and revenue
- organise promotional activities
- generate and present financial reports
- implement improvements for products and service
- maintain regular communication with staff and management through meetings and discussions
- stay current with relevant legislation regarding service of alcohol, sale of tobacco and licensing