



<b>POSITION TITLE:</b> Bar Supervisor	<b>DEPARTMENT:</b> Bar
<b>REPORTS TO:</b> Operations Manager	<b>FLSA DESIGNATION:</b> Nonexempt
<b>DATE WRITTEN/REVISED:</b> February 2021	<b>GENERAL MANAGER APPROVAL:</b>

## **POSITION PURPOSE**

- The position supervises the Bar Department during scheduled shift.
- Ensures all staff members are performing assigned job duties throughout the entire scheduled shift.
- The position assists in controlling labor hours and amount of overtime.
- The position assists in controlling waste due to breakage or abuse of equipment, supplies and inventory.
- The position assists in taking monthly bar inventory in conjunction with the Director of Finance and Wine Director.
- Take steps in creating a safe, efficient, and overall productive work environment.

## **ESSENTIAL FUNCTIONS**

- Communicates daily with operations manager and F&B Service Manager.. Informs him/her of any problems or special needs.
- Supervises the following positions: Full Time Bartenders and On-Call Bartenders
- Must ensure that all job tasks are being completed in an efficient manner even when management is not present. Needs to remain strict on break times.
- Operate as the evening Bartender in the location best suited for supervising multiple bar outlets when operating at the same time.
- Bar Cleanliness & Organization
  - Develop Standards of Clean
  - Train All Staff in proper cleaning procedures and methods
  - Maintains a cleaning schedule for Bartenders to clean surfaces, inside refrigerators, glassware, bottles and casings

- Organize Bar in manner that is practical, ergonomic and useful for all Bartenders
- Oversees the Organization and Stock of the Bars & Satellite Bars
  - Creates Consistent Par Stocks for the Bars and Satellite Bars
  - Ensures All Bartenders follow the organization of the Bars and Satellite Bars to ensure consistency
  - Reviews Satellite Bars for stock, cleanliness, proper tools while being stored
  - Review Consumption reports for Satellite Bars prior to Bartender closing Satellite Bars
- Staff Training
  - Consistency in Drink Making
  - Consistency in Opening and Closing Procedures
  - Proper operation of Satellite Bars
  - Consistency in Staff-Member Relations
- Member Relations
  - Develop strong report with Membership
  - Create opportunities to interact with Members
  - Know Members' names
  - Develop a Member-service philosophy
- Cost of Sales
  - Ensure consistency in drink making recipes
  - Review Cost of Sales on a regular basis
  - Develop efficiencies for saving money
  - Develop best practices for a consistent product with consistent costs of sales
- Waste Management
  - Ensure proper staff training to avoid mistakes in drink making
  - Reports all wasted product to Accounting in order to receive credits
  - Develop efficiencies to reduce mistakes, spoilage and other forms of waste
  - Develop best practices for rotating stock, monitoring expiration dates and staff awareness of wasteful actions
- Maintaining Bar Manual & Using it as a training tool
  - Regularly update the Bar Manual for new protocols and standard operating procedures
  - Ensure consistent and fair guidelines written in the manual
  - Use the manual on a regular basis for training and reviewing staff performance
- Reports
  - Ensures all Control Reporting for Cigars and Wines are properly filled out and turned in daily

- Ensures all Consumption Reports for Private Parties and Club Events are properly filled out and turned in daily
- Health Department Grade
  - Know the criteria upon which the Bars are graded
  - Ensure All Staff know of these criteria, so they operate in a manner that ensures the Club keeps its “A” Grade
  - Be present when possible with Health Inspections to learn from the inspector as to what needs to be corrected
  - Never let the Grade fall below an “A”
- Creativity with Cocktail Menu – for holidays, special occasions, and every day
  - Proactively develop the Cocktail Menu and get new cocktail lists to the Manager for Publishing
  - Work with the AGM to develop fun and creative cocktails to enhance Holiday Menus and Special Events
  - Train All Staff in how to consistently make new Cocktails

**Other:**

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with the California Club rules and regulations for the safe and effective operation of the club’s facilities. Employees who violate club rules and regulations will be subject to disciplinary action, up to and including termination of employment.

**SUPPORTIVE FUNCTIONS**

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the Club:

- Assists in other areas when requested by Supervisors.

- Allowed two 10-minute rest breaks and one 30-minute meal period.
- Completes any other task as assigned by the Supervisor or Management.

### **SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.

### **Physical Demands**

- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens (+110°F), possibly for one hour or more.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to exert well-paced ability in limited space.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Must be able to lift trays of food or food items weighing up to 30 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. frequently.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.

### **QUALIFICATION STANDARDS**

- Education: High school or equivalent education

- Experience: Minimum of 1-2 yr of prior supervisory experience preferred.
- Licenses or Certificates: None
- Grooming: All employees must maintain a neat, clean and well-groomed appearance per the California Club standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.