



HOTEL MANAGERS GROUP

POLICIES & PROCEDURES

ADMINISTRATION DEPARTMENT JOB DESCRIPTION - BARTENDER

BASIC FUNCTION

Serve beverages and/or food to the guests in a friendly, courteous and timely manner resulting in guest satisfaction. Prepare beverages for other servers to supply to guests and act as cashier for the lounge.

Reports to: Beverage Manager and Restaurant Manager.

SPECIFIC DUTIES

Primary Responsibilities

1. Maintain proper and adequate set-up of the bar on a daily basis. This includes repositioning and stocking of all beer, wine, spirits, paper products, straws and stirrers, condiments and produce based on projections from the daily functions sheet.
2. Responsible for maintaining stock, cutting and storing of all fresh fruit and vegetable garnishes, juices and other perishables daily to ensure product quality.
3. Greet guests in a courteous and friendly manner, promote and document orders for drinks. Mix, garnish and present drinks using standard ingredient recipes and practice prudent portion control.
4. Input orders into a register/automated system at the point of sale and create a check for each guest, including orders served by other beverage servers, to maintain accountability of all beverages served.
5. Receive cash from guests, make any change needed, verify validity of charges, record charges and ensure vouchers are properly executed in order to balance all monies.


Approved



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6. Lock up and store all beverages, food and other equipment items, deposit cash drop and secure bank.
7. Abide by all Hotel Managers Group, franchise and health department policies and procedures.

Secondary Responsibilities

8. Perform general cleaning tasks using standard hotel cleaning products as assigned by supervisor to adhere to health standards.
9. Adhere to all state, federal and corporate liquor regulations pertaining to serving alcoholic beverages to minors and intoxicated guests to ensure all laws are being followed.
10. Assist security with disorderly guests.
11. Perform any other duties and responsibilities as may be required.
12. Support and abide by the hotel safety program for guests and employees.

Employee Signature

Date


Approved

June 27, 2005