



ABC LEISURE GROUP LTD

JOB DESCRIPTION

Job Title: Assistant Bar Manager

Reports to: Bar Manager

Who reports to: Regional Director

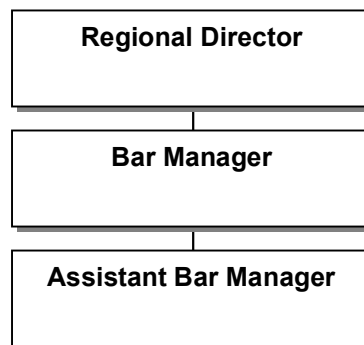
Number of subordinate staff : None

This is intended as a general indication of the main responsibilities of the job and does not include detailed instructions as to how the tasks are undertaken.

JOB PURPOSE

To serve drinks and food in a friendly and efficient way within the terms of the Weighbridge Public House Licence. To ensure that glasses, tables and other areas are maintained in a clean and tidy condition, and that the stock behind the bar is replenished from the cellar as required. To cover the bar managers days off and holidays taking responsibility for the efficient and effective management of the Weighbridge.

ORGANISATION CHART





NATURE AND SCOPE

ABC Leisure Group Ltd are leading operators of marina facilities and a hire fleet. The Assistant Bar Manager's role is to serve behind the bar in the public house and to ensure that the facilities are maintained in a clean and tidy condition during opening hours and to cover the Bar Manager's holidays and days off.

MAIN ACCOUNTABILITIES

- 1 To carry out bar duties as required.
- 2 Maintain the cleanliness of the public areas, bar, and outside areas ensuring they present a good image at all times.
- 3 Re stock the bar as required.
- 4 While serving drinks ensure the terms of the licence and any other related legislation are complied with.
- 5 To take food orders, wait on tables, and clear away as required.
- 6 Take in deliveries of bar stocks as require. This involves lifting and working in a confined cellar space.
- 7 At opening times, turn on internal & external lights, ensure fire exits are unlocked and clear.
- 8 At closing time, clean beer taps and drip trays, empty and put out rubbish, turn off appliances, lock up bar, front & main gate
- 9 Cash up and balance till as required.
- 10 Mange the pub in the bar managers absence.
- 11 Work in a flexible nature to cover Bar Managers holidays and days off.
- 12 Ability to manage casual staff when required.
- 13 Undertake any other duties, within the scope of the job, as directed by line management to maintain the efficient working of the business.



EMPLOYEE SPECIFICATION

- Good interpersonal and verbal communication skills with the ability to deal with customers both face to face and on the telephone in a friendly and efficient way.
- Good knowledge of bar and cellar work.
- Knowledge of hygiene requirements relating to the serving of food and drink.
- Ability to take bar food orders, serve, and clear away.
- Numerate with the ability to handle money and balance till takings.
- Prepared to work flexibly including weekend and evening working.
- Organised and able to work on own initiative with minimal supervision.
- Be able to deputise for the Bar Manager when required.