

## **JOB DESCRIPTION**

### **ASSISTANT BAR MANAGER**

#### **JOB PROFILE**

Job Title : Assistant Bar Manager  
Department : Mr Punch Public House  
Work Location : Singapore

#### **ORGANIZATIONAL RELATIONSHIP**

Reporting Superior's Title : Operation Manager  
Subordinates : N.A.

#### **DUTIES & RESPONSIBILITIES**

- Effectively manage the restaurant in the absence of the Operation Manager
- Provide direction to staff to achieve restaurant goals
- Consistently review operations and staff to identify any problems, concerns, and opportunities for improvement
- Provide coaching and feedback to managers and staff and assess performance on an ongoing basis
- Create a positive guest experience by delivering a high level of service and ensuring all staff engage customers to understand their needs and exceed expectations
- Manage the restaurant to meet or exceed standards in food quality, safety, and cleanliness
- Solicit customers feedback to understand the needs and wants of customers
- Train and coach staff on customers services principles and practices
- Follow the policies and procedures, including those for cash handling and safety/security
- Monitor and maintain the POS System
- Assist in new menu implementation
- Develop and implement creative solutions to areas of improvement
- Assist in any areas of the restaurant when staffing constraints require
- Identify employee weaknesses and retrain as necessary

#### **Bar:**

- Oversee overall bar operations and maintenance
- Check identification of customers in order to verify age requirements for purchase of alcohol
- Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated customers
- Clean glasses, utensils, and bar equipment
- Take beverage orders from captain or directly from customers
- Serve wine, and bottled or draft beer
- Clean bars, work areas, and tables
- Mix ingredients, such as liquor, soda, water, sugar, and bitters, in order to prepare cocktails and other drinks

- Serve snacks or food items to customers seated at the bar
- Order or requisition liquors and supplies
- Ask customers who become loud and obnoxious to leave, or physically remove them
- Slice and pit fruit for garnishing drinks
- Arrange bottles in fridge, bottles and glasses to shelves to make attractive displays
- Plan bar menus
- Create drink recipes
- In-charge of Daily Stock In, Stock Out, Inventory, Spillage and Spoilage.
- Any other ad-hoc tasks assigned