

# **JOB DESCRIPTION BAR SUPERVISOR**

## **JOB PROFILE**

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

## **ORGANIZATIONAL RELATIONSHIP**

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

## **JOB SUMMARY**

The person must be responsible for the day-to-day operation in the bar. To present and sell the beverage specialty, ensuring the bar is clean, order taken properly, beverage deliver accordingly and the highest level of customer service is maintained at all the times.

## **DUTIES & RESPONSIBILITIES:**

- Oversee overall bar operations and maintenance
- To assist the Managers in the smooth running of the department.
- Check identification of customers in order to verify age requirements for purchase of alcohol
- Balance cash receipts
- 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 serving staff 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, organize, and control the operations of a cocktail lounge or bar
- Plan bar menus
- Create drink recipes
- In-charge of Daily Stock In, Stock Out, Inventory, Spillage and Spoilage.
- Ensure security, functionality and proper handling of company property in the department.

- Any other ad-hoc duties assigned.