



### **Bar Manager Job Description**

The Bar Manager of Balmoral Golf Club takes responsibility for the financial success of the bar they are in charge of.

As Bar Manager you will have a range of duties, including administration, leadership, staff training and development and practical tasks.

Your main function is to ensure that you serve and run the bar efficiently and that the member / customer has the best possible experience.

#### **Your main duties and responsibilities include:**

- Leading a team of bar staff by example, pitching in to help with drink service or table service where necessary
- Ensuring that the bar is fully staffed, particularly during peak times.
- Meeting sales and profitability targets.
- Creating a welcoming environment for members and customers.
- You and your team will continuously be upselling drinks to members and customers and always anticipating when next drink is required.
- Ensuring consistent, high-quality beverages are served to members and customers.
- Dealing with feedback and providing adequate solutions to members and customers complaints.
- Creating a positive work environment for staff and encouraging their career development.
- Monitoring inventory of beverages to ensure adequate stock and work within stock level guide lines set by General Manager.
- Responsible of staff rota planning and producing wage spread sheet in line with budget targets and wage percentages.
- Overseeing the cleanliness of bar surroundings as per cleaning schedule, staff presentation and paying attention to possible health hazards and regulation violations.
- Always monitoring and surpassing members and customers expectation by offering the very best in customer care, hospitality and service.