

TOM WOOD PUB COMPANY LTD.

JOB DESCRIPTION

Job Title Bar Assistant

Overall Purpose of the Job.

To contribute to the turnover and profitability of the house by dispensing drinks and receiving money for same, to the standards set and specified by your Manager. To ensure that legislation and standards as directed by your Manager and/or the Company are adhered to.

Duties and Responsibilities.

- To dispense drinks to customer to the standards specified by the Company or your Manager.
- To provide a warm welcome and create a warm and friendly atmosphere for the customers.
- To prepare the bar for service and maintain high standards throughout the trading period.
- Maintain standards of cleanliness for all working areas and equipment within your jurisdiction in accordance with current legislation and your Employers high standards.
- To take cash from customers in exchange for goods sold at the specified prices. Ring into till the correct order, pay the correct amount into the till and give the correct change required by the customer.
- To ensure licensing requirements are complied with in the bar and all trading areas.
- To wash and polish glasses and bar equipment to your Managers standards.
- To clear and clean tables and the bar as required by your Manager.
- To maintain whatever records your Manager requires.
- Ensure the highest possible standard of personal hygiene and dress smartly or wear a uniform if specified to do so.
- To report rowdiness or fighting to the Manager immediately.
- To report accidents or damage to the Manager immediately.
- To report all complaints to the Manager immediately.
- Hand in any lost property to the Manager.
- Drinking of alcoholic beverages during working hours is not permitted.

As a member of the Bar staff, the following knowledge is required: -

- To know the range of products sold and their prices and the quantities they are sold in.
- To be able to price an order quickly and give the correct change.
- To use the cash register correctly.
- The geography of the house, it's layout and where all amenities are.

Position within the Company

The Bar Assistant will work alongside other Bar Assistants. They will work closely with the Manager, whom they shall report directly to.

Acknowledgement

I acknowledge receipt, of a copy of the Bar Assistant Job Description and confirm I have read and understood and which I agree.

Signatures

1) Postholder.....Date.....

Print name.....

2 Manager.....Date.....