

TOM WOOD PUB COMPANY LTD.

JOB DESCRIPTION

Job Title Bar Support Assistant

Overall Purpose of the Job

To contribute to the turnover and profitability of the house by maintaining overall Bar readiness 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 & Responsibilities

- To ensure Glassware is cleaned using the appropriate equipment and returned to the designated area.
- Maintain standards of cleanliness for all working areas and equipment within your jurisdiction in accordance with current legislation and your Employers high standards.
- To maintain Bar stock levels to your Manager's 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 relay any 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 understand how to operate the Glass Washing equipment and recognize when operating standards are reduced.
- To know the range of products sold and their selling / storage locations.
- The geography of the house, the layout and location of all amenities.

Position within the Company

The Bar Support Assistant will work alongside other Bar Support and Bar Assistants. The title Bar Support Assistant relates only to the tasks of the post and as such reports directly to the Manager.

Acknowledgement

I acknowledge receipt of a copy of the Bar Support Assistant Job Description. I confirm that I have read, understood and agree with the above.

Signatures

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

Print Name.....

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