

Good Times Jazz Bar & Restaurant - www.goodtimesjazzbar.com
Bar Manager Job Description

Related Titles: Bar Manager; Beverage Manager; Head Bartender; Beverage Supervisor

Reports to: Owner

Supervises: Bartender and Beverage Server

Classification:

Education and/or Experience

- Associate's degree or higher in hospitality management or related field.
- Three years or more bartending experience.

Job Knowledge, Core Competencies and Expectations

- Assures a high standard of appearance, hospitality and service in lounge areas.
- Knowledgeable of all aspects of department and daily restaurant operation, including scheduled events and operating hours.
- Meet revenue and expense budget goals and manage within budgetary restraints. Supervise beverage department personnel and develop and implement programs to increase revenues and job performance.
- Acts ethically and honestly at all times.
- Assures that all state and local laws and restaurant policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary (Essential Functions)

- Responsible for management of all bar areas in a manner most pleasing to guests. Meet revenue and expense budget goals and manage within budgetary restraints. Supervise beverage department personnel, and develop and implement programs to increase revenues and job performance. Monitor inventory levels. Develop and implement operating procedures for the Beverage Department.

Job Tasks/Duties

- Develops and maintains a bar product and supplies inventory system for alcoholic beverages including wines, non-alcoholic beverages and mixers glassware and paper and other bar supplies.
- Plans promotional strategies and materials; develops recipes to improve the beverage program for guests.
- Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections.

- Develops standard operating procedures to help assure that bars are set-up and operated efficiently.
- Maintains an adequate supply of liquors, wines, beer and other beverages with effective inventory management system.
- Recruits, trains, schedules and supervises bar personnel according to established restaurant procedures.
- Responsible for conducting employee reviews for beverage department personnel.
- Maintains and keeps current beverage-related training manuals.
- Develops product and revenue control systems and procedures to help reduce theft.
- Assures that all laws applicable to beverage operations are consistently followed.
- Works with Owner to ensure efficient beverage service in the restaurant's special functions.
- Works with the Owner to develop wine lists.
- Inspects to ensure that the restaurant's sanitation, safety, energy management, preventive maintenance and other programs are implemented and complied with as they apply to beverage operation.
- Develops the budget; monitors financial information and takes corrective action as necessary to help assure that financial goals are met.
- Develops and monitors labor forecasts and budgets; takes corrective action as necessary.
- Develops financial records and reports as required.
- Works with the Owner to ensure that all record-keeping procedures are consistently followed.
- Handles complaints from guests and others relative to the Beverage Department.
- Produces shift reports containing information on guests-related issues, cover counts and any other concerns occurring during that time period.
- Assists with private parties and service when necessary.
- Plans and develops training programs and professional development opportunities for himself or herself and all other beverage personnel.
- Keeps current with changing guests preferences and industry trends relative to the beverage operation.
- Conducts scheduled meetings with service staff.
- Attends staff and management meetings.
- Schedules wine and beer samplings with distributors to continuously improve variety and quality of beverages available to guests.
- Monitors bar closing procedures (checklist) and assures that area is secure.
- May serve as bartender, if needed.
- Plans special wine promotions for guests.
- Assures that the restaurant's policies and procedures for selling alcoholic

beverages are consistently followed in all beverage outlets and at all restaurant functions.

- May serve as restaurant's opening or closing manager or manager on duty.
- Maintains a service log regarding any notable member or guest behavior.
- Schedules maintenance of draft beer tapping.
- Completes other appropriate work assignments as requested by Owner.

Licenses and Special Requirements

- Alcoholic beverage certification.
- Food safety certification.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

Salary Rate: \$32,000 per year

Please complete the application form online:

https://goodtimesjazzbar.com/wp-content/uploads/2017/08/GoodTimes_JOB_APPLICATION.pdf

Download and email your completed application to:

[**chef@goodtimesjazzbar.com**](mailto:chef@goodtimesjazzbar.com)

**Criminal background checks conducted on all applicants*