

## **Job Title: Bar Attendant**

### **Job Description:**

Your role is to create a welcoming atmosphere for all customers. You will provide excellent customer service and assist customers with any drink order requests they may have. Additionally, you will keep the bar clean and orderly in order to maximise superior service.

### **Job Responsibilities:**

- Mixing beverages using an extensive range of ingredients including liquor, bitters, soft drink, water and fruits
- Taking beverage orders from customers and serving drinks as requested, paying extreme attention to detail
- Satisfying patron requests in a timely manner
- Assessing customer preferences and making drink recommendations
- Providing a positive and friendly guest experience by interacting with patrons
- Collecting money for drinks served and providing change as needed
- Checking identification to verify legal age requirements for all customers
- Keeping a well-stocked bar with an adequate supply of liquor, beer, wine, mixers, ice, napkins, straws, glassware, and other accessories
- Cleaning the bar, tables, chairs, and work area to maintain a sanitary environment
- Organising the bar area to streamline drink preparation and inventory
- Placing orders for liquor, beer, wine, and other supplies
- Slicing, pitting, and preparing fruit garnishes for drinks
- Preparing and serving appetisers, snacks, or other food items for customers at the bar
- Complying with all Office of Liquor & Gaming regulations
- Complying with all OH&S and food safety protocols
- Closing – leave work area and all glassware/bar tools clean & rubbish free. Lock fridges on instruction from Club Secretary.

### **Job Requirements:**

- Responsible Service of Alcohol Accreditation
- Strong Communication Skills
- Positive Attitude
- Attention to Detail
- Ability to Stand for Long Periods
- Strong Organisational Skills
- Conflict Resolution

### **Reports to:**

Kristen Doyle, Club Secretary