

Bar Staff Job Description

- Welcome customers and presenting beverage menus to them
- Make accurate recommendations and answering questions from customers relating to drinks
- Check the age of customers to ensure each customer is eligible to take the drink they ordered
- Take orders from the customers
- Take orders from the employer in regards to customer treatment and service
- Keep an accurate record of drinks into the register system
- Mix and serve alcoholic and non-alcoholic drinks in accordance to standard recipes
- Peel, slice, and put fruits for garnishing drinks
- Serve mixed and garnished cocktails as requested by the customers
- Also serve snacks to customers at the table on request
- Attend to questions from customers in a friendly and professional manner
- On ground to ensure that customers do not get into problems related to excessive drinking
- Facilitate payments by customers via POS or any other means of transaction obtainable
- Prepare receipts for customers
- Arrange drinking glasses and bottles in an attractive manner
- Ensure that the drinking area is well cleaned and conducive for customers' relaxation
- Ensure strict compliance to relevant health, safety, and hygiene standards and policies
- Balance accounts at the beginning and end of every shift
- Monitor inventory of drinks in the bar
- Restock the bar as at when due
- Observe a customer to know when to stop giving further drinks

- Move objects like bottles and glasses from where they are kept by customers to their rightful place
- Clean up used glasses after use by customers
- Remove ashtrays used for smoking by customers.