

Barback Job Description

- Check in and check out customers, guests or employees
- Take care of liquor, wine, beer, and water
- Provide service to customers
- Keep the bar clean and pay attention to its decoration
- Keep track of the movement of guests and employees in the bar
- Assist bartenders in other duties that they need
- Interact with guests as required or as assigned by the bartender/manager
- Clean the tables and wash the dishes/utensils left by customers
- Assist guests with special requests
- Assign tasks to bartenders for the day
- Assist with floor openings and closing procedures
- Check in guests, register them, and prepare them for drinks, check their credit cards for payment or charge their accounts accordingly, schedule the table for their reservation and seat them at a table
- Take orders from the customers or ask them how they want their drinks (i.e. what they would like to have) and serve them
- Measure the quality of the drinks and the amount of alcohol in them
- Check whether the guests have their I.D.'s or not
- Maintain a neat, clean, and organized appearance while working
- Engage in conversation with Registered Guest customers to learn about their stay and preferences and offer them any other services that they may need
- Perform other tasks as required or as assigned by the bartender/manager.