



JOB DESCRIPTION:

BAR PERSON

(reviewed August 2011)

Job Title

Bar Person

Main Purpose of Job

To provide a bar service to members and their guests and visitors.

Job Location

The clubhouse of Golf Club and any other area within the golf club designated as an area for providing a bar service.

Responsibilities

To see that:

- ⌘ correct drinks and other beverages are supplied on request by members and visitors.
- ⌘ prices charged are in line with the prices as displayed in the bar and that these are correctly entered in the till and the correct change, if any, is given.
- ⌘ all hygiene regulations are conformed to and failings in this area are reported to your supervisor.
- ⌘ all glasses and other receptacles are collected and cleaned and to clean beer pipes and optics as directed by your supervisor.
- ⌘ the bar is restocked before finishing your working session.

Duties

Open and close the bar in line with the directions as laid down by the club committee/or proprietor. Inform your supervisor of any stock requirements and also report any stock deficiencies or breakages. Cash up and hand money over to your supervisor for safekeeping as required. Make sure that all stock under your control is accountable for monthly stocktaking.

Authority & Discretion

Unless instructed by your supervisor you will not have authority to order or incur expenditure on behalf of the club.

Liaison

You will be expected to take orders for bar catering and pass them onto the caterer. Any money collected for this will be entered in the appropriate section of the till. (This will vary from club to club).

Conditions

You must be aware of the Health & Safety Policy operated by the club and ensure that you observe it at all times. Also be aware of all fire exits and fire extinguishers and the location of all fire alarms. First aid kits are located in the bar area and all accidents must be entered in the Accident Book and reported to your supervisor.