



ELDERWOOD

# BAR MANAGER JOB DESCRIPTION

*Elderwood Visalia is the premier rooftop destination for an elevated experience that will celebrate with its guests by creating lasting memories and spark imaginative tastes*

This job description is for the position of Bar Manager at The Elderwood Restaurant in Visalia. The position overall is to provide the restaurant with an authority in beverage excellence, service, quality, and effectiveness. Described below is a compilation of many of the tasks you will be expected to perform.

## **Functions**

### **Bar Service**

- Be able to operate comfortably behind the bar. Building drinks according to standard house recipes
- Engage with guests throughout the night to get a feel for how people feel about beverages
- Maintain a calm and collected demeanor that translates to service staff and guests.
- Uphold cleanliness standards and food safety practices for the bar

### **Inventory Management**

- Develop relationship with vendors and communicate effectively with all
- Maintain accurate invoice record and communicate those to management/ Accountant
- Create an efficiently stocked level of product to operate a busy restaurant

### **Staffing and Training**

- Acquire a staff that is well trained and helps to bring our vision of "Elevated Service" to life.
- Use discipline as a tool to achieve goals and not as a tool to abuse power.
- Continually train and develop staff that can be trusted to do the right thing and treat every guest as a VIP.
- Monitor overtime and hit labor goals while maintaining excellent customer service
- Send extra staff home if they are not needed
- Work with upper management to create Training Programs, SOPs, and Checklists and Standards for each service position.
- Comply with all Labor Laws
- Make sure staff are taking required breaks, and that Elderwood is following all labor laws.
- Must consult with Jonathan about any and all HR issues.
- Must be comfortable being given direction and executing said directives from management regarding staffing.
- Develop and monitor a weekly schedule for all Bar employees.

### **Communication**

- A high level of communication must be maintained between you and management.
- Maintain a professional and mutually agreeable relationship with Hotel and Hotel Staff.
- Must communicate any company changes or updates to staff.
- Periodically meet with management staff and or bar staff.



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- You will be required to use a cell phone while performing your duties. You are required to follow all State of California and Federal Laws with regard to the use of this phone. At no time should you operate this or any other phone in any manner while also operating a motor vehicle. You should make every effort to answer incoming business calls live and return missed calls in a timely manner.

### **Safety and Security**

#### ABC

- Be Familiar with all applicable ABC laws regulating the sale and consumption of alcohol.
- Maintain an environment of professionalism regarding staff consumption of alcohol.

#### Food Safety

- Be mindful of any potential food safety hazards. Monitoring the Food Storage areas as well as food handling procedures. c. Facilities
- Maintaining an environment of safety. Promptly having spills cleaned, glassware properly stored, doors functioning properly, etc.

#### Patrons

- Be mindful of the exits in case of emergency. Keep all pathways clear for an emergency evacuation.
- Be mindful of unruly guests or erratic behaviors. Utilizing local law enforcement if necessary.