



JOB DESCRIPTION

Role: Bar Manager

Reports to: Front of House Manager, General Manager, Trading Post Director of Food & Beverage

Purpose: As a Bar Manager you are a committed, proactive worker who enjoys working an exciting, fast-paced environment. The Bar Manager will promote and grow the business, hire and train bar & waitstaff, and ensure that guests are receiving excellent drinks, food, and service. You will also manage inventory and resources, assist in promotional events, ensure that quality and safety controls are followed, maintain current licenses and update vendor contracts, assist in schedules, and set business objectives to increase profits and maximize customer satisfaction. You should also be able to work with diverse personalities and diffuse tense situations.

In order to succeed as a Bar Manager, you should be observant and have the ability to think critically and efficiently. You should be a skilled communicator with excellent problem solving, observation, and interpersonal skills.

DUTIES & RESPONSIBILITIES

- Manage the business aspects of the bar ensuring Trading Post Recipes & Procedures are being followed.
- Holding bar staff accountable to Trading Post Standards.
- Building community with suppliers & producers.
- Taking inventory and reordering supplies, managing financial targets & costs
- Hiring and training staff to provide excellent service to guests.
- Creating & researching new menu items with direction from F&B director, keeping in mind budget, locality & seasonal ingredients.
- Ensure all training materials and processes are up to date and being followed by all.
- Ensuring licenses are updated and in line with current legislation.
- Working with diverse personalities both on the staff and guests.
- Planning and taking part in promotional events.
- Diffusing tense situations between guests or staff members to prevent possible safety or legal issues, ejecting unruly persons, if needed.
- Maintaining a fun, safe atmosphere for guests.
- Maintaining or exceeding financial targets.
- Creating effective schedules and quickly resolving conflicts to ensure that bar is well staffed during peak hours.
- Ensure all bar equipment is kept in good working order & maintenance is being kept.
- Finding solutions to arising problems and reporting any issues to GM.