Bar Manager

Job Description:

Bar Managers are responsible for planning, controlling, and ordering bars for a hospitality business. They ensure that orders are of appropriate quality and that the restaurant will not run out of anything before the next delivery. Bar managers must comply with food safety regulations and carry a food safety card. They may be involved in ordering alcoholic beverages as well if the restaurant does not have a dedicated bar manager. A Bar Manager oversees the staff and operations of a bar. They are in charge of scheduling employees, managing customer complaints and ensuring the bar is stocked and inviting to customers. Some Bar Managers are involved in the marketing and promotional advertising of a bar and may be responsible for the bar’s profitability. Bar Managers also maintain liquor licensing and ensure that staff is following local regulations.

Job Responsibilities:

* Monitor all bar operations
* Administer everyday operations of the bar
* ensure compliance to all health department regulations
* Monitor inventory for all bar products
* Determine and prepare various bar operation guidelines
* recommend improvements to various techniques
* monitor and restock inventory, change pars as appropriate
* Design menu appearance
* Forecasting, planning, sourcing, and ordering food supplies for the kitchen, as well as beverages to stock the bar and fridges.
* Building positive relationships with bar vendors.
* Adhering to the bar budget.
* Managing daily bar operations.
* Following food and safety regulations.
* Assisting with marketing events.
* Creating and enforcing restaurant policies, protocols, and procedures
* Hiring, training, and managing bar staff.
* maintain control on all cash and credit card receipts
* Prepare all paperwork and reports for schedule within required timeframe
* Manage the business aspects of the bar, such as keeping a current liquor license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals.
* Hiring and training staff to provide excellent service to patrons.
* Creating effective schedules and quickly resolving conflicts to ensure that bar is well staffed during peak hours.
* Setting and enforcing quality and safety controls.
* Ensuring licenses are updated and in line with current legislation.
* Working with diverse personalities both on the staff and patrons.
* Planning and taking part in promotional events.
* Diffusing tense situations between patrons or staff members to prevent possible safety or legal issues, ejecting unruly persons, if needed.
* Maintaining a fun, safe atmosphere for patrons.

Job Qualifications:

* Bachelors in restaurant management or related field required
* Masters in restaurant management or related field preferred
* Experience as a bar manager

Opportunities as a bar manager are available for applicants without experience in which more than one bar manager is needed in an area such that an experienced bar manager will be present to mentor.

Job Skills Required:

* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Leadership ability
* Ability to spot and resolve problems efficiently
* Capable of delegating multiple tasks
* Communication and leadership skills
* Keep up with restaurant trends and best practices
* Working knowledge of various restaurant software programs
* Ability to use a computer based menu ordering system
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders