

JOB DESCRIPTION

JOB TITLE: BARTENDER

REPORTS TO: Dining Room Manager & Sommelier

SUMMARY: The University Restaurant seeks applications for the post of Bartender. The purpose of the position of Bartender is to prepare drinks for guests and to serve them in a professional and courteous manner. Drinks will also be prepared for the Food and Cocktail Servers upon request. The position may also involve serving food to the guests. The essential hospitality standards must be used at all times: eye contact, smile, speak first, and engage in polite conversation (if time permits).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Greet and serve guests at the bar.
- Pour drinks, using standard pour according to specifications.
- Serve drinks to guests, along with filling orders for the Food and Cocktail Servers.
- Handle cash and credit transactions.
- Clean and change ash trays and empty trash cans as necessary.
- Fill and clean ice bins.
- Stock beer and wine coolers.
- Clean shelving, stainless steel, mixers, cups, blenders and soda guns.
- Notify a manager if a guest is becoming intoxicated or rude to other guests.
- Follow uniform and grooming specifications.
- Communicate with support crew and management.
- Serve food if requested.
- Operate bar equipment.
- Unpack deliveries and stock bar. Change beer kegs.
- Record accurate "tip out" sheets.

SUPERVISORY RESPONSIBILITIES:

May direct activities and bar back staff on duty.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Fluent in Cantonese, Mandarin and English. Ability to read, analyze, and interpret publications and journals. Ability to write correspondence. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide. Ability to quickly perform these operations using units of local currency, under stressful situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, schedule or recipe form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects and reach with hands and arms and taste or smell.

The employee must regularly lift and/or move up to 10-15 pounds. Occasionally the employee must lift 25-50 pounds, and infrequently the employee would be lifting over 50 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate to loud. Bartender will handle kitchen and service utensils. Floors may be slippery. Broken glass can occur. Hot liquids and chemical cleaning solutions are present and must be carefully handled.

(Please note: management reserves the right to change, modify, and/or alter any of the duties listed above to meet business demands).

Interested parties please send full resume with expected salary, recent photo and copy of certificates of the highest education to Macau PO Box 345 or by fax to (853) 2882 7089 or by email to recruit@must.edu.mo