

**JOB DESCRIPTION:****MTC HEAD BAR****Accountability:****To:** General Manager, Assistant Manager**For:** Bar Staff, Floor Staff**The Main Purpose of the job**

To assist the manager by ensuring the smooth running of the bar through management of the bar and the bar staff.

**Key Responsibilities**

- To set up and maintain an attractive and well organised bar
- To train, manage and motivate a team of bar staff
- To ensure all customers receive a quick, efficient and friendly service at all times

**Your duties include:**

- Planning and delivery of pre-season and ongoing staff training programmes
- Staff management and motivation , including organising staff rotas and allocating tasks
- Stock control - monitoring stock levels, ordering and receiving supplies
- Weekly stock take in conjunction with the Accountant or Manager
- Cash control and general security
- Cellar management
- Minimising wastage and ensuring good portion control to maximise profitability
- Maintaining high levels of cleanliness and hygiene, and complying with all company Health and Safety policies.
- Planning and co-ordination of theme nights and promotions
- Carrying out Duty Manager shifts and responsibilities when requested by Manager
- Conducting department meetings, and attending general staff meetings

Please note that this job description is purely intended to give you an idea of what your work involves and is not intended as a precise breakdown of your duties. As part of your role you will be expected to cover in other departments as and when necessary.