

JOB DESCRIPTION ASSISTANT BAR SUPERVISOR

DUTIES & RESPONSIBILITIES

- Responsible for the entire bar operations and maintenance
- Be actively involved in drinks menu development and maintaining updated and accurate costing of all drinks prepared and sold
- Ensure all drinks preparation and presentation by the team closely follows recipes and SOP guidelines, and are delivered in accordance with the brand's appearance/quality standards
- Oversee the bar stock and ingredients; verifying all products are properly dated and organised for quality assurance
- Work closely with the company's management on supply ordering, maintaining costs, floor efficiency & staffing
- Ensure proper purchasing, receiving and storage standards in the bar
- Maintain high-quality levels of receiving, storage, production and presentation of drinks
- Responsible of Daily Stock In, Stock Out, Inventory, Spillage and Spoilage
- Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated customers
- Provide excellent customer service
- Actively respond to and handle guest problems and complaints
- Planning and taking part in promotions (Facebook & Instagram)
- Maintain high standards of cleanliness, hygiene, health and safety
- Ensure proper grooming and hygiene standards for all staff
- Manage and trains staff on restaurant standards; capitalizing on informal opportunities to coach and mentor, taking interest in others' personal development
- Ensure all equipment in the bar is properly maintained and in working order in accordance with SFA standards. Promptly feedback to management team if any issues arise.
- Any other ad-hoc tasks assigned

REQUIREMENTS

- Minimum Diploma or equivalent And/or 1 year of relevant experience in the F&B Industry
- Procient in English and 1 other language
- Be willing to work any day and any shift.
- Strong communication, interpersonal and management skills
- Show an outgoing personality and enjoy socializing
- Maintain high standards of personal hygiene with clean appearance and well- attired
- An individual possesses strong leadership skills, an enforcer and executer, planner, pro-active, resourceful, problem solving, decision making and result oriented.