



Job Description

Bar Manager

Part-time Casual : 20-24 hours/week

Purpose

To be part of the Vau d'vile Management Team providing a high quality of bar management and design ensuring our customers have a fun experience.

The Bar Manager's primary responsibility is the operation of the Bar before, during and after performances, providing warm and friendly customer service that contributes to the overall customer experience as well as adhering to, and promoting the responsible service of alcohol.

As this is a new position you will be integral to the development of the bar and the production of all occupational, health and safety procedures.

Be part of a change environment where diversity and inclusion are part of the fabric of Vau d'vile.

Relationships

- Reports to the Director.
- Responsible for bar staff.
- Works as part of the Vau d'vile Management team.
- Suppliers.
- Industry.
- Other staff members.

Duties and Responsibilities

- With the Director review the bar and advise on necessary equipment required.
- With the Director design a bar menu reflecting the business of Vau d'vile Drag Cabaret including a range of signature cocktails.
- Opening and closing the bar.
- Overseeing the set up and pack down of the bar.
- Ensuring the security of all stock and cash under your supervision.
- Cash reconciliation and nightly cash-up procedures.
- Assisting the Director with rostering of staff.
- Setting and maintaining quality service standards for all staff.
- Ongoing training of staff in bar procedures, customer service and product knowledge.
- Ensuring the venue is clean and presentable at all times.
- Ensuring the responsible service of alcohol.
- Working with the Director to ensure the conditions of the Liquor License are adhered to.

- Working with the Director to manage wage costs.
- Weekly stock take and assisting the Director with ordering as required.
- Working with the Director and Chef on the creation of food and drink promotions.
- Front of house duties including some food service.
- Ensuring that all occupational, health and safety procedures and policies are adhered to.
- Ensure all equipment is kept clean and tidy and in good working condition.
- Maintain and complete the premises incident record book.
- Dispose of rubbish including bottles during times that have been set by Yarra Council.
- Participate as a constructive member of the management team with the view to maximising business sales volumes and profitability.
- Ensure staff are dressed to a standard that enhances the image of Vau d'vile Drag Cabaret.
- Attend team meetings when required.
- Other duties as required.

Essential Skills and Experience

- Relevant qualifications, training and experience as a bar manager
- RSA and Food Handling certificates
- Advanced level of customer service.

Desired Experience

- Bar Managers licence (not essential)
- First Aid certificate.
- Current drivers licence.

Written

December 2016

To be reviewed

May 2017