

# JOB DESCRIPTION – Bar Attendant

<b>JOB TITLE</b>	<b>Bar Attendant</b>
<b>RESPONSIBLE TO</b>	Duty Manager/Supervisor
<b>OVERALL OBJECTIVE</b>	To provide and ensure the highest standard of service to all customers and staff by performing the duties listed below in a highly efficient, effective and professional manner while adhering to all business rules, policies and procedures.

## RESPONSIBILITIES AND DUTIES:

- A) Responsible for the smooth operation of the bar during trading hours by:
- 1) Setting up bar area according to opening procedures
  - 2) Mixing and serving drinks to order and following club procedures
  - 3) XXXXXX
  - 4) XXXXXX
  - 5) XXXXXX
- B) Responsible for the overall cleanliness of the bar area whilst in operation by ensuring :
- 1) XXXXXX
  - 2) XXXXXX
  - 3) XXXXXX
  - 4) XXXXXX
  - 5) XXXXXX
  - 6) XXXXXX
  - 7) XXXXXX
- C) Responsible for XXXXXX by:
- 1) XXXXXX
  - 2) XXXXXX
  - 3) XXXXXX
- D) Any other duties as directed by the Management.

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Employee's Name

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Employer's Names

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Employee's Signature

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Employers Signature

Date / /

Date / /