

San Diego Country Estates Association

Job Description

Bar Back 8/06 () Exempt
Position Title Date (X) Non Exempt

Bar Manager & Food & Bev. Mgr. F&B Crystal Klopp – HR
Reports To (Title) Department Prepared by (if different than “Reports to”)

HR Review _____ Date _____ Managers Review _____ Date _____

1. PRIMARY PURPOSE:

To provide assistance to the Bartender. Bar Backs **do not** mix drinks.

2. ESSENTIAL RESPONSIBILITIES AND RESULTS:

- Replenish bar supplies such as liquor, fruit, ice, condiment cabinet, beer, and glasses. (Daily)
- Wash glasses, bar and equipment, and polish bar fixtures. (Daily)
- Remove empty bottles and trash. (Daily)
- Food Runner (Daily)
- Buss tables(Daily)
- Perform other related duties as requested by supervisor. (As needed)

3. AMOUNT OF SUPERVISION RECEIVED:

This position receives frequent to constant supervision and instructions from Bar Manager and Food & Beverage Manager.

4. INTERACTION WITH OTHERS:

This position constantly interacts with other Food and Beverage staff, kitchen staff and dining guests.

5. SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

6. PHYSICAL DEMANDS:

This position requires constant standing, walking, talking, hearing and use of hands and fingers. This position frequently requires balancing, twisting, bending, pulling, pushing, stooping, kneeling, crouching and reaching with hands and arms. The incumbent must be able to frequently lift and carry up to 100 pounds. This position requires good distance and peripheral vision and the ability to adjust focus.

7. WORK ENVIRONMENT:

This position works primarily indoors in a bar setting. A moderate to loud noise level is typical for the work environment of this job.

8. USE OF DISCRETION AND INDEPENDENT JUDGMENT:

This position is responsible for using sound judgment in the case of emergency or non-emergency issues while Bar Manager is absent. Discretion is to be used daily.

9. EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS:

The position represents the company on a daily basis and must portray a professional appearance and demeanor.

10. QUALIFICATIONS REQUIRED:

- Education: No special educational requirements.
- Experience : No experience required. Must be at least 21 years of age.
- Communication skills: Good oral communication skills and excellent customer service skills required. Must be able to follow oral directions.
- Mathematical skills: No special math skills required.
- Computer skills: No special computer skills required.
- Reasoning ability and other skills: Basic knowledge of rules of table service and etiquette required.
- Certificates, Licenses: Requires Food Handlers Educational Certificate.

Distribution Upon Completion

Original: Human Resources

Copy: Manager

Copy: Employee