

# **Job Description for**

## **Bar Back**



**Immediate Supervisor:** Bar Manager  
**Department/Team:** Service Team (Bar Staff)

Last Updated 4/2020

The Bar Back must be efficient, observant and be able to work with other staff members to ensure that customers receive prompt, seamless service. The Bar Back assists in cleaning the bar, preparing garnishes, ensuring the bar is well stocked with napkins, straws, glassware, garnishes, and all other necessities, and taking on other duties to support the Bartender and ensure that the bar operates smoothly. The Bar Back must be knowledgeable about menu items, attentive, and focused on providing the best possible service in a fast-paced environment.

The Bar Back must be passionate about working as part of a team to deliver excellent drinks and service to customers. The Bar Back should be reliable and have excellent communication and time management skills.

### **List of Essential Job Responsibilities:**

- Assisting with opening and closing duties, such as restocking the bar with garnishes, straws, and napkins, ensuring that Bartenders have clean towels, glassware, etc.
- Ensuring bar is well-stocked with ice, liquor, wine, and beer.
- Checking taps and appliances to confirm that they are working properly, making minor repairs or changing out kegs, if needed.
- Keeping the bar clean by wiping down surfaces, sweeping and mopping, removing soiled glassware, scrubbing coolers and storage areas, and emptying trash receptacles.
- Assist Kitchen Staff, as needed, including but not limited to expediting food to patrons.

### **Education and Experience:**

- High School Diploma or equivalent.
- More experience, education, training, or certifications in the food and beverage industry preferred.

### **Minimum Physical Requirements:**

- Ability to stand, bend and walk for extended periods.
- Ability to lift heavy items (up to 50 pounds) for extended periods.

### **Additional Requirements:**

- Minimum age to serve alcohol.
- Maintain up-to-date PLCB's RAMP certification.
- Courteous, friendly personality and professional appearance.
- Knowledge of menu items, including beers, wines, cocktails, and liquors.
- Basic math and computer skills.
- Strong problem solving, communication, and interpersonal skills, ability to handle tense situations with coworkers and customers calmly and rationally.
- Observant and thorough.
- Responsible, punctual.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time based on the needs of the company with or without notice.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_