

Title:	Bar Manager
Reports To:	General Manager of Hospitality
FLSA Status:	Nonexempt: Full-Time, Hourly

Overview:

The Bar Manager is responsible for the overall operation, leadership, and performance of the bar, ensuring exceptional guest experiences while maintaining the highest standards of service, safety, cleanliness, and profitability. This position oversees daily bar operations, supervises and develops bar team members, manages inventory and ordering, ensures compliance with all alcohol service regulations, and works collaboratively with leadership to drive revenue and operational excellence.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Oversees bartender opening and closing procedures and ensures all checklists are completed accurately.
- Ensures team members respond promptly and courteously to guest requests, and that efficient, effective, courteous service is rendered at all times.
- Ensures identification is checked to verify age requirements for the purchase of alcohol.
- Ensures compliance with ATC (Alcohol and Tobacco Commission) serving guidelines. Supports team members in taking appropriate steps to reduce risks related to excessive alcohol consumption, including refusing service when necessary and assisting with safe transportation options.
- Responsible for overseeing cash drawers, processing guest payments, securing change as needed, and ensuring accurate cash handling procedures are followed.
- Ensures the bar area, utensils, and equipment are maintained in a clean and organized manner in accordance with sanitation standards.
- Maintains a valid alcohol permit and ensures bartenders maintain required permits and certifications.
- Monitors inventory levels, places orders for alcohol and bar supplies, and maintains appropriate inventory levels.
- Supervises, trains, schedules, and coaches bartenders and bar staff to ensure consistent service standards.
- Performs other duties assigned by the General Manager of Hospitality / Charley Creek Inn.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear, compelling presentations and building relationships.
- **Confidentiality and Integrity:** Handles sensitive information with discretion and professionalism.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Project Management:** Experienced in leading projects, managing resources, and meeting deadlines.
- **Decision-Making and Problem-Solving:** Strong judgment in resolving complex issues.
- **Tech-Savvy:** Advancing Microsoft 365 and leveraging technology for productivity.
- **Industry Knowledge:** Stays current on trends and best practices to drive innovation.
- **Leadership:** Leads teams to achieve departmental goals and maintains team morale.
- **Change Management:** Supports teams through change processes and fosters adaptability.
- **Financial Acumen:** Manages budgets and resources for optimal efficiency.
- **Relationship Building and Collaboration:** Fosters collaborative, mutually beneficial relationships to support organizational growth and stewardship.
- **Negotiation:** Effectively negotiates win-win outcomes with others.
- **Innovation and Problem-Solving:** Drives process improvements and creative solutions.
- **Cross-Functional Collaboration:** Works seamlessly across teams to achieve objectives.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

High school equivalent is preferred but not necessary. Bartending experience is required.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



Job Description

- Constant walking and standing; frequent bending, stooping, and reaching.
- Occasionally move/transport food service items and small kitchen equipment weighing up to 50 pounds with the ability to push or pull more than 50 pounds.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing and dexterity.

Other Requirements
Position requires evening and weekend hours.