

JOB DESCRIPTION

Bar Manager

The VFW Post 943 Bar Manager is an important part of the Canteen and assists in ensuring customer satisfaction and the smooth operation of the canteen. The Bar Manager supervises bartenders in performing their duties, provides input to the House Committee on the operation of the Canteen, and has the following duties and responsibilities.

Bar Manager Duties and Responsibilities:

- Supervises bartenders.
- Ensures accuracy of POS drawers, bingo sales, and special ticket sales.
- Maintains inventory including alcohol, snacks, and bingo supplies.
- Determines employees' schedules.
- Ensures the bar is well-stocked and clean.
- Tracks customer behavior and sales.
- Maintains budget and monitors costs.
- Assists in planning for special events.
- Appropriately delegates tasks to bartenders.
- Selects and purchases liquor and other supplies.
- Assists in the training of new bartenders.
- Conducts annual reviews and recommends hourly pay rate changes, bonuses, and discipline of bartenders.
- Maintains vendor relationships.
- Use point-of-sale tracking technology and bar and restaurant management platforms.
- Any other duties as directed by House Committee

Work Hours

Hours are variable to ensure duties are completed but generally are conducted in the morning to ensure the canteen is ready for opening. Bar Manager will also be available for duties as a bartender.

Bar Manager Qualifications/Skills:

- Excellent multitasking ability.
- Problem-solving skills.
- Interpersonal relationship skills.
- Attention to detail.
- Strong leadership ability.
- Organizational skills.
- Customer service skills.
- Calm under pressure
- Able to maintain restraint in stressful situations.
- Ability to deescalate tense interactions.

- Judgment and creativity.
- Enthusiasm and lots of energy.

Education, Experience, & Licensing Requirements:

- Must be able to be bonded
- High school diploma or GED.
- Prior experience working in a bar or restaurant.
- Supervisory experience.
- Familiarity with point-of-sale tracking technology and bar and restaurant management platforms.
- Associate's degree or higher in hotel and restaurant management (desired).