



## BAR MANAGER - JOB DESCRIPTION

JOB OVERVIEW			
<b>JOB TITLE</b>	Bar Manager	<b>TRAVEL FREQUENCIES</b>	According to business needs
<b>DEPARTMENT</b>	Attaché	<b>GRADE</b>	-
<b>LOCATION</b>	Diplomatic Quarter, Riyadh	<b>NATURE OF THE JOB</b>	Field/Office Based
<b>REPORTS TO</b>	-	<b>JOB TYPE</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

JOB DETAILS	
<b>GENERAL JOB DESCRIPTION</b>	<p>The Bar Manager is responsible for managing the day-to-day operations of the bar, ensuring customer satisfaction, managing inventory and supplies, and overseeing the performance of the bar staff.</p> <p>The Bar Manager is also responsible for meeting financial targets, maintaining compliance with legal requirements, and creating a positive and safe work environment for the staff.</p>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Manage the day-to-day operations of the bar, including opening and closing procedures, inventory management, and staff scheduling.</li><li>• Hire, train, and manage bar staff, including bartenders, servers, and support staff.</li><li>• Ensure that all staff are properly trained on menu items, customer service standards, and safety procedures.</li><li>• Develop and implement policies and procedures to ensure that the bar operates smoothly and efficiently.</li><li>• Monitor inventory levels and order supplies as needed to maintain adequate stock levels.</li><li>• Manage the budget for the bar, including forecasting sales, controlling costs, and managing labor expenses.</li></ul>



	<ul style="list-style-type: none"><li>• Ensure that all legal requirements are met, including health and safety regulations, alcohol licensing laws, and food handling regulations.</li><li>• Develop and implement marketing strategies to promote the bar and increase sales.</li><li>• Maintain a positive and safe work environment for the staff, including enforcing company policies and procedures and addressing any employee concerns or issues.</li><li>• Resolve customer complaints in a timely and professional manner.</li><li>• Maintain the cleanliness and organization of the bar, including the bar area, seating areas, and restrooms.</li></ul>
<b>EDUCATION &amp; TRAINING</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in hospitality or a related field.</li></ul>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience as a Bar Manager or similar role</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills.</li><li>• Strong organizational and time-management skills.</li><li>• Knowledge of inventory management, budgeting, and financial analysis.</li><li>• Knowledge of legal requirements for running a bar, including health and safety regulations, alcohol licensing laws, and food handling regulations.</li><li>• Ability to manage and motivate staff.</li><li>• Ability to work flexible hours, including nights, weekends, and holidays.</li><li>• Familiarity with Point of Sale (POS) systems and other bar-related technology.</li></ul>
<b>HOURS / SHIFTS</b>	9 Hours ( +/- 90 minutes)