



BARTENDER - JOB DESCRIPTION

JOB OVERVIEW			
JOB TITLE	Bartender	TRAVEL FREQUENCIES	According to business needs
DEPARTMENT	Attaché	GRADE	-
LOCATION	Diplomatic Quarter, Riyadh	NATURE OF THE JOB	Field Based
REPORTS TO	-	JOB TYPE	Full time Part time

JOB DETAILS	
GENERAL JOB DESCRIPTION	The Bartender is responsible for ensuring that the dining experience for customers is smooth and efficient. They work closely with the kitchen staff and the servers to ensure that orders are delivered promptly and accurately.
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none">• Communicating with the kitchen staff to ensure that orders are prepared correctly and promptly.• Delivering food and drinks to tables in a timely and efficient manner.• Maintaining a clean and organized work area.• Assisting servers in delivering and clearing tables.• Responding to customer requests and concerns.• Preparing the dining area for service, including setting tables and arranging seating.• Helping to manage inventory and restocking supplies as needed.• Ensuring that all food and beverages are presented in a professional and appealing manner.



	<ul style="list-style-type: none">• Maintaining knowledge of menu items and specials, and being able to make recommendations to customers.• Providing excellent customer service at all times.
EDUCATION & TRAINING	<ul style="list-style-type: none">• High school
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">• Prior experience in a restaurant or hospitality setting is often preferred.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Excellent communication and interpersonal skills, the ability to work well under pressure, and a willingness to work flexible hours, including nights, weekends, and holidays.• Should also be able to lift and carry heavy trays and stand for extended periods of time.
HOURS & SHIFTS	9 hours (+/- 90 minutes)