



Position Title:	Bar Attendant
Award:	Registered and Licensed Clubs Award 2010
Department:	Food and Beverage
Reports to:	Operations Manager
Financial Accountability:	Nil
Supervisory Accountability:	Nil

Position Summary:

The Bar Attendant provides friendly and efficient customer service at all times to the Club's patrons within a team environment and adhering at all time to the NSW Responsible Service of Alcohol legislation. The incumbent presents as professional and competent through appearance and conduct.

Key Responsibilities and Objectives:

- Provide services to all patrons of the Club in a friendly and professional manner.
- Mix and serve drinks efficiently and responsibly.
- Prepare garnishes for mixed drinks and garnish all drinks as required.
- Ensure correct use of till, coupons, EFT, menu computer as per Club procedures.
- Be conversant with bar opening and closing procedures.
- Ensure stock levels are sufficient for day's trade, especially glasses.
- Keep all areas in hygienic condition including tables and ashtrays.
- Collect empty glasses, plates and cutlery.
- Assist with the set up of promotions / functions as required.
- Ensure the bar is attended at all times.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Key Selection Criteria:

1. Current Responsible Service of Alcohol (NSW).
2. Bar experience within a similar environment.
3. Customer service and cash handling experience within a similar environment.

4. Ability to work to a high standard with minimal supervision and commitment to work as part of a team.
5. Good interpersonal skills, with a friendly manner when dealing with public and other staff members.
6. Willingness to work weekends and variable shifts as required.

Desirable:

7. Barista qualification and/or experience.
8. Current Responsible Gaming Conduct (NSW).

Key Relationships: Internal: All staff External: Members and their guests, general public

Key Club Requirements	
Adhere to Club Values	<p>The values that we will live by in pursuit of our vision and mission are as follows:</p> <ol style="list-style-type: none"> 1. EXCELLENCE We relentlessly pursue the best outcomes from all our endeavours. We work collectively and harmoniously to achieve our vision and do not tolerate mediocrity. 2. RESPECT We accept and respect one another, our members and our visitors regardless of gender, age, race, disabilities or beliefs. We respect our environment and ensure safety and sustainability 3. RESPONSIBILITY We take responsibility for our actions and understand our impact on others. We are responsible to our staff, our members, our visitors and our community. We conduct our business and ourselves in a lawful, ethical and socially responsible manner. 4. FUN Our offering to our members and visitors is Entertainment. A happy, fun environment is contagious and essential to success. We want the best available staff because we're a fun place. We want Rich River to be ALIVE WITH FUN. 5. BOLDNESS We want to be bold, innovative and willing to take risks in a responsible manner in pursuit of our vision and mission. We want to be welcoming of change and technology as an opportunity to enhance our Club and the benefits that we can provide to our members.
Workplace Safety Responsibilities	<ul style="list-style-type: none"> • Perform role in a safe manner by adhering to RRGC Health and Safety policies, regulations and agreed safe work procedures and report immediately any potential hazards and/or incidents occurring in the workplace. • Adhere to emergency procedures as detailed in the RRGC Emergency Procedure. • Ensure compliance with manual handling practices.
Code of Conduct/ Behaviour	<ul style="list-style-type: none"> • Demonstrate practice within the Vision, Mission and Values of RRGC. • Work in accordance with relevant legislation, Standards and Policies (as applicable to role), e.g. Registered and Licensed Clubs Award 2010.
Education/Training	<ul style="list-style-type: none"> • Demonstrate commitment to personal and professional development. • Participate in professional development, with the department manager, identifying key areas for professional and personal growth.

Endorsement: I have read and understand the requirements of this role.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____