



Job Description

Date: March 2008
Position: Barman - barmaid
Department: Operations
Reports to: Head Barman or Assistant

“This is not an exhaustive list. A job description is not a definite overview of the expected duties. Items can be added in the future depending on the departmental development. The holder of this statement can so be asked to take on other tasks in addition of the ones stated.”

Summary:

Guest service and active sales

Main responsibilities:

- Securing consistent and convincing services and adherence to all the service standards and Hilton policies
- Ongoing promotion of additional sales
- Guarantee a cost conscious method of working
- Participation in internal meetings and training courses
- Care of guests in accordance with the standards from the time they enter the outlet to the time they leave it
- Conscientious and correct implementation of the supervisors' directives
- Active promotion of in house sales by optimal knowledge of all the services provided by the hotel and the opening times and promotions of all F&B outlets.
- Take over from the previous shift and obtain information at the start of the shift on all relevant information on the volume of business, VIP guests and tasks to be clarified and to be completed and special events or pass this on to the next shift.
- Is responsible for ensuring mise-en-place work and making sure that the workplace is left clean.
- Secure handling of the micros cash system. Drawing up bills at the end of the working day. Correct booking and, if appropriate, cashing up of all services provided. Booking of all transactions.
- Safe handling of all the technical equipment to be used

Prerequisites:

- Comply with all Conrad International company policies.
- Comply with all systems and procedures as laid down by the DO, GM and Conrad International.

- The management reserves the right to change/extend this statement if necessary at any point of time during her/his employment.
- The holder of this statement can be asked to take on other tasks in addition of the ones stated, in a reasonable framework.

Profile:

Experience in a bar

French / English

Dutch is an asset

Read and agreed

Signature