

**NATIONAL INSURANCE SCHEME
NON MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	Barman	AGREED TO BY: -----
REPORTS TO:	Club Steward	APPROVED BY: -----
DIVISION:	Administrative	DATE EFFECTIVE: -----
DEPARTMENT:	Personnel & Industrial	April, 1991
SECTION:	Sports Club	

DESCRIPTION

I. POSITION SUMMARY:

Responsible for taking orders, mixing and serving alcoholic and soft drinks, juices, malts, food to members and guests of the club and maintaining the bar and equipment in a clean and tidy condition.

MAJOR DUTIES:

Takes orders from members and serves various mixed alcoholic and soft drinks, juices, malt, food, etc., as requested on time and in a courteous and efficient manner.

Honor chits submitted for purchases and records details of all credit in each member's credit book.

Prepares Monthly Payroll deduction sheet indicating name, ID Number and total credit for each member and submits to the Club Steward for verification and transmittal to the Finance Department for payroll deduction from salaries.

Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons.

Cleans bar furnishings and equipment and replenishes bar stock to maintain supplies of alcohol, soft drinks, juices, beverages and other related items.

Prepares or collects requisitions to procure bar stock from Club Steward and assists in transporting stock to the bar.

Ensures that there is equipment to provide entertainment for members and visitors and ensures that they are properly secured.

Operates equipment to provide entertainment for members and visitors.

Washes glasses and other related bar utensils and maintains a proper display of drinks on the bar shelves.

A. ANALYICAL REQUIREMENTS: **The key of formal analytical requirements of this position include:**

Analysing oral and written instruction given by persons in Authority.

Continuous mental or visual attention requires for the completion of task. Requires constant alertness and checking.

B. CO-ORDINATING SKILL: **The most important co-ordinating aspect of this job include:**

The responsibility for handling and accounting for stock sold as well as the responsibility for correct analysis that could result in loss of time, embarrassment, fraud and inconvenience could be high.

Selects appropriate music to provide entertainment for members and visitors as well as prepares monthly payroll deduction sheet.

C. INTERPERSONAL SKILLS: **The most important interpersonal requirements of this position include:**

Developing constructive and cooperative working relationships with others, and maintaining them over time.

Contacts of some importance for the purpose of mixing drinks and serving beverages and snacks as requested by members and visitors.

Very high level of adaptability necessary to perform under stress when bar is crowded a variety of duties often changing from one task to another without loss of efficiency or composure.

E. CLERICAL SKILL:

The most important Clerical requirements of this position include:

Writing daily, weekly and monthly reports on Performance.

Requires minimal amount of interpretation of written or oral directives that state activity requirements in simple non- technical terms.

F. DECISION MAKING:

The key decisions made totally within the authority of this position include:

Deciding on the amount of drinks to replenish the bar stocks and display on the Bar.

Decisions regarding what needs to be done when chits or orders are presented in unusual circumstances or with incomplete or conflicting data, requires the need to deviate from accepted routine to meet new conditions necessitating the use of judgment, tact and courtesy in handling members and visitors of the Club.

G. CONDITIONS OF WORK:

This position is expected to work under the following conditions.

Situation requiring constant moving around, handling , reaching, fingering involving continuous use of arms and hands in rapid frequent movements, to open bottles, standing and serving drinks, ice, snacks etc. Also transporting stock from stocks room to bar or from agencies to club when required.

Situations resulting in exposure to physical harm or injury in the line of executing one's duty. Example, risk of injury from bandits, broken bottle, etc.

Handles water and ice frequently.

II. WORK ENVIRONMENT:

This position is expected to work under the following environmental conditions which might be described as extreme between 25 and 50 % of the time spent on the job.

Work location can be inside, outside or both.

Works as part of a team and around National Insurance Scheme's premises in Georgetown.

The job holder is exposed to the definite risk of bodily injury in the course of performing duties. These include the following:

- Exposure to accidents which may result in disability in the course of performing one's duty.

III. BACKGROUND

The minimum background requirement of a candidate for this position in the context of the National Insurance Scheme's situations is:

Minimum Education: CXC/ GCE O' Level Maths and English or Secondary Education plus Food Handlers Certificate

Minimum Experience: Intelligence required to learn routine of bar activities.
Must understand instructions pertaining to mixing of drinks.

Prior experience working in a bar is an asset.