



Bovey Castle Vacancy.

Bar Tender

A Fantastic opportunity has arisen to work at Bovey Castle Luxury Hotel as we look for a bar tender to work in our Oak Bar. Set in majestic surroundings including a championship Golf course Bovey Castle offers the chance to work with an exceptional team and develop a 5 star career.

The Role of Bar Tender

The role of bar tender is to provide outstanding customer service at all times in our busy Oak Bar. You will be expected to ensure that the bar is correctly stocked and cleaned, to be proactive in the creating new initiatives and help drive revenue thorough upselling.

The Ideal Candidate

We are looking for candidates with previous experience within the bars industry , preferably within a hotel environment, who are looking to advance their experience into the 5 * field. All applicants must be hard working, be great team players, work to consistently high standards, have a 'work hard play hard' attitude and be looking to stay with us for a few years.

In return you will receive £14040 per annum (depending on experience) as well as other fantastic benefits including shared service charge, gratuities, free use of facilities including Championship Golf course, meals whilst on duty and huge discounted rates for friends and family. To apply for this position please email your CV and a covering letter to careers@boveycastle.com .



JOB DESCRIPTION.

Job Title: Bar Tender
Hotel: Bovey Castle
Department: Oak Bar
Responsible to: Bar Supervisor / Restaurant Manager

Scope and Purpose: To consistently achieve the service and product delivery standards for the department with a high degree of customer care and service at all times.

KEY RESPONSIBILITIES.

1. To report for duty in good time, clean and tidy and wearing the correct outfit.
2. To strive to anticipate customer needs wherever possible and react to these to enhance customer satisfaction.
3. To provide all customers with a professional, helpful and friendly service at all times. To promote an attitude of caring and co-operation from all staff.
4. To treat all internal and external customers in a polite and courteous manner at all times. To give full co-operation to any customer requiring assistance in a prompt, caring and helpful manner. To be flexible in assisting around different areas of the hotel in response to business and customer needs and carry out reasonable requests.
5. To perform all tasks to a consistent standard as detailed within the Department and to operate within Hotel Key Standards.
6. To attend daily / weekly briefing sessions and hotel / departmental meetings when required.
7. To take responsibility for own personal development by attending training sessions and meetings when required and to operate in line with the training or information received.
8. To achieve action points arising out of appraisal and job chats.
9. To demonstrate a pride in workplace and a high level of commitment.
10. To assist the bar supervisor in maintaining regular and effective communication within the team and attend hotel meetings when required.



11. To report all maintenance requirements and hazards in the work place to the Bar supervisor or maintenance team.
12. To comply with statutory and legal requirements for fire, health and safety, hygiene, licensing and employment.
13. To adhere to hotel rules at all times.

Main Duties

1. To be responsible for the daily cash handling, end of session cashing up (following the hotel procedure) and the safe delivery of monies to reception.
2. To understand and comply with the Weights and Measures Act 1963 and Customs & Excise Act 1952.
3. To follow correct opening and closing procedures as per hotel shift standards.
4. To be responsible for the upkeep, cleanliness and general maintenance of all beer dispensing equipment, in line with COSHH regulations.
5. To ensure bar is stocked to required levels, reporting any shortages to Bar Supervisor.
6. To be responsible for checking-in liquor and soft drink deliveries to company procedure.
7. To maintain the correct and safe storage of liquor within the building.
8. To complete a docket for every transaction and fill in a requisition form for any items required from the cellar.
9. To ensure the bar area is kept clean and tidy at all times.
10. To be flexible in assisting around different areas of the hotel in response to business and client needs.

