



Bar Department Asst. Bar Tender

POSITION DESCRIPTION 50104

Prepared by	Approved by	Authorized by	For use on	Original File	Last Revision	Revision No	Page
Tim Skinner	E. La Scala/E. Bomioto	Capt. G. Cocurullo	Cruise Fleet	Apr 27 2010	July 30 2011	1	1 of 2
POSITION NO.	50104						
Title	ASSISTANT BAR TENDER						
Department	Hotel						
Main Function	<ol style="list-style-type: none"> Safe, profitable and efficient supervision of an assigned bar area Cleanliness & Sanitation of assigned bar and lounge area. 						
<i>Reports to</i>	Bar Tender > Assistant Bar Manager > Bar Manager						
<i>Reporting to position</i>	<ul style="list-style-type: none"> Bar Utilities, Bar-boys Bar Wait staff (waiters & waitresses) 						
<i>Replacement</i>	Assistant Bar Tender						
<i>Uniform</i>	As per SP Manual (chapter uniform)						
<i>Operational bibliography</i>	VSP Manual, Shipsan Manual, Anvisa regulations, MSC Sanitation Manual						
Fundamentals of Position	To assist the bartender to supervise an assigned bar profitably, in full compliance with company sanitation standards, and to provide an enjoyable environment for Guests.						
Requirements & History							
<i>Certification & Documentation</i>	<ol style="list-style-type: none"> Documented and certified in Food Safety Basic Safety Training (BST) and all other certification and documentation in force at the time of engagement compliant with the flag state requirements of the vessel to which you are assigned. 						
<i>BST</i>							
<i>Visas Etc.</i>	<ol style="list-style-type: none"> All other certification (including visas etc.) required and in force at the time of your employment to comply with the Flag State requirements of the ship to which you are assigned. 						
<i>Language Skills</i>	<ul style="list-style-type: none"> Fluent in oral and written English (working & Safety language of the Company) Ability to speak, read and write in Italian is a major benefit and may be a requirement. Ability to speak, read and write in any major other languages (German, Spanish, Portuguese, French, Russian, Chinese etc.) is considered a major advantage that could eventually influence the selection for some positions. 						
<i>Experience</i>	Proven profitable bar skills on a Cruise Ship, or supported evidence of similar skills in a multinational hotel or similar environment ashore						
<i>Health</i>	To satisfy the requirements of the laws of the Flag State of the Ship regarding health and physical requirements, and to have current documentation to certify that all medical requirements relating to this position are met according to the specific requirements of the job.						
<i>Team Attributes</i>	Proven ability to work and (where necessary) supervise in a harmonious and productive team environment.						
<i>Preferred employee</i>	Non-Smoker						
Qualifications							
<i>Education standard</i>	<ul style="list-style-type: none"> High School graduate A clear and demonstrated understanding and practical knowledge of bar systems, operations and bar beverages. A demonstrated knowledge of Food and beverage Safety as defined in MSC sanitation standards and MSC sanitation manuals. Basic knowledge of electronic cash handling and Fidelio systems. Friendly, honest and clear communications with Guests. 						

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POSITION DESCRIPTION 50104

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Physical Requirements

The following physical requirements apply to this position

- While performing the duties of this job, you may be regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- You must occasionally lift and/or move up to 25 Kg.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- You must be physically able to participate in emergency life saving procedures and drills.
- Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats.
- If working in any Guest area (or where Guests may see you), you are not permitted to display any tattoos on any exposed part of your body when wearing uniform (summer or winter).

Safety & General Discipline

You are required to:

1. Read, understand and implement the Mission Statement of the Company.
2. Read, understand and follow the MSC Crew Regulations ensuring all personnel in the Housekeeping department have copies, and comply accordingly.
3. Wear the complete prescribed uniform and name badge as specified in Company Standards, complying with regulations relating to tattoos, hair and body decorations.
4. Attend and participate as required in all emergency drills, carry personal emergency card, and understand emergency duties.

Responsibilities

You are responsible to:

*Barboy supervision
Courteous quick service*

Avoid delays

Sanitation Compliance

Self-Inspections

Standard Procedures

*Stocked bar
Check bar & Lounge*

*Taste juices
Rotate Perishables
Correct measures
Special diet drinks
Meetings & Training
Par Levels
Breakage & Spoilage
Beverage requisitions*

*Inventory assistance
Under-age Guests
Learn recipes
Secure the bar*

1. Supervise the work operations of the Barboy, and Waiting personnel in the assigned bar area.
2. Satisfy the needs of every Guest in a professional manner by providing courteous, quick and professional service at all times.
3. Take all steps to ensure Guests are not kept waiting unreasonably for service in any area of the assigned bar.
4. Apply all bar-related sanitation rules and requirements, in accordance with Company sanitation procedures.
5. Make daily self-inspection checks to ensure the bar and bar pantry meets all sanitation requirements to meet Company sanitation standards.
6. Comply with standard procedures relating to cleanliness, set-ups, furniture, canapés, menus, appropriate room and door signs
7. Assist the Bar Tender to maintain a clean, sanitized bar that is stocked to standards at all times.
8. Constantly check the assigned bar and lounge areas for cleanliness and furniture repairs or replacements
9. Ensure the freshness and quality of all juices and pre-mixes and taste them before use.
10. Rotate perishables and beers.
11. Always use assigned measures when preparing beverages.
12. Ensure that sugar-free drinks as well as fruit juices are advertised and available in all bars
13. Attend all training meetings as required and advised by the Bar Manager.
14. Maintain all par (start-up stock) levels in the assigned bar
15. Report to the Bar Tender all breakage, spoilage, or loss (due to negligence, rough seas or theft).
16. Working with the Bar Tender, complete all Beverage Requisitions as specified in the beverage manual.
17. If required by the Bar Tender, take part in a cruise by cruise physical inventory at an assigned bar.
18. Advise the Bar tender if under-aged Guests are detected or suspected consuming alcohol.
19. Learn all recipes specified in the Beverage Manual.
20. Ensure the bar is properly secured before leaving at night.

Governing Status

Status	Crew
Accommodation	Crew Cabin – Shared use
Assigned Mess	Crew Mess

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