



Example of Lead Bartender Job Description

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Our company is growing rapidly and is looking to fill the role of lead bartender. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for lead bartender

- Conducts weekly and monthly inventory audits
- Conducts cost analyses on weekly and monthly basis
- Assists Unit Supervisors in working with liquor representatives (with regards to the best practices in buying products and promotions)
- Assists in interviewing, hiring, training, counseling and discipline of bar personnel
- Schedules, supervises, coaches, evaluates, and motivates staff
- Establishes and adheres to set standards of proper conduct for the employees in their bar unit's operations
- Adheres to all existing bar job descriptions and assists in establishing future positions
- Directs crews in carrying out their assigned job descriptions and daily tasks assignments
- Ensures that employees maintain a neat appearance and congenial manner with guests
- Assigns employee schedules in the best interest of the company and/or employees

Qualifications for lead bartender

- Minimum 2 year previous Bartending experience - required, preferably with high profile clientele

- Successfully bartended (for 2+ yrs min experience) in high volume bar
- Craft -cocktail experience -- a plus
- Positive attitude, focus on guest experience is a must