

## **BAR SUPERVISOR**

### **JOB DESCRIPTION & SKILLS REQUIRED**

- a) Work collaboratively in a team environment with the Management Team (including General, Operation, Agriculture, Marketing, Event, Finance, Banquet, Concession & Catering Managers), support staff and Board of Directors
- b) Liquor inventory management
- c) Must have outstanding communication and organizational skills
- d) Ability to work with customers in a pleasant and diplomatic manner
- e) Ability to manage conflict
- f) Ability to schedule, supervise and direct Bartenders
  - a. Proper paperwork filled out by employees and records stored at Lloyd Ex
  - b. Direct bartending staff with proper attire, bar set up, clear tables and pitch in where needed.
- g) Must have flexibility and be able to multitask. The successful candidate will be required to be on site during major events that often occur on evenings and weekends
- h) Actively working bars along side bartenders (stocking, setting up bars, management of bars during events)
- i) Manage money floats during events including monitoring ATM's during events
- j) Closing/Opening as needed
- k) Must have knowledge of all Microsoft Office programs with a solid understanding of Word, Excel, Publisher, Access, Power Point, Outlook, EventPro, Internet,
- l) Miscellaneous other general tasks and duties as assigned

**LAEA EVENTS:**

- LAEA manages more than 20 events annually and the Bar Supervisor will work closely with the team on set up needs for these LAEA-hosted events

**GENERAL:**

- Responsible for Bar Staff and maintaining strong communication with Banquet Manager for personnel scheduling. This includes training, ongoing daily instruction when necessary
- Assist in planning certain LAEA-hosted events throughout the year
- Additional duties as assigned and not outlined above

LAEA Hosted Events – 15 – 20 per year

Ag Rental Events 10 – 12 per year

Rental Events 35 – 50

**The Successful Team Member:**

- **MUST** have good communication skills as this position requires good communication with customers and other staff members. It is essential that the team member has an active interest in learning the local knowledge, product knowledge and the culture of the business.
- Must ensure the achievement of established beverage quality standards and guest service quality standards with departmental revenue and profit goals
- The Bar Manager/Finance Support must be able to work unsupervised and be capable of decisions making as well as problem solving when in sole charge.
- Ability to overcome conflicts and diffuse tense situations
- Be able to effectively delegate responsibilities and maximize resources.
- Ability to walk, stand, and occasionally carry heavy items in a fast-paced, stressful environment.
- Be extremely detail orientated and accurate with reporting and accounting
- Be familiar with basic accounting principles
- Be polite and courteous in all communications (phone, email and in person)