

# SAIT Students' Association

## Job Description



<b>Job Title:</b>	<i>Bar Supervisor</i>
<b>Reports to:</b>	<i>Senior Manager, Gateway Restaurant &amp; Bar</i>
<b>Direct Reports:</b>	<i>Servers, support staff, security, line cooks</i>
<b>Position Type:</b>	<i>Full-Time, Hourly</i>
<b>Category:</b>	<i>Supervisor</i>
<b>Travel Required</b>	<i>Minimal (Offsite Catering)</i>
<b>Location of Work</b>	<i>Saitsa The Gateway –SAIT Main Campus</i>

### Job Purpose

The Bar Supervisor is responsible for assisting in the upkeep and leadership of the restaurant and bar during and after service hours. They must represent SAITSA and The Gateway in all their guest interactions. This position will be best suited for those with a passion for this industry and having desire to lead by example when it comes to mentoring and supporting staff while maintaining the venue to the Managers standards. The Supervisor position will require a certain level of trust since they will be responsible for being a key and code holder, locking and unlocking the venue, holding access to Alcoholic beverages storage rooms, and acting as an alternate superior when Management isn't present. The Supervisor must be physically able to complete all FOH tasks from all positions if the need arises.

### Duties and Responsibilities

#### Bar Supervisor Responsibilities

- Ensure that production, preparation and presentation of beverages is always of the highest quality.
- Prioritizing bar service and server station service appropriately
- Responsible for Concert Service execution in the absence of the Asst. Manager of the Gateway, overseeing all concert staff and acting as main liaison from events to concert staff.
- Awareness of inventory on hand and what may be needed to assist the Manager as necessary with ordering.
- Accountable for cocktail ingredient pars.
- Assist with Beverage menu development, recipes, procedures and costing.
- Ensuring kitchen staff have a clear understanding of closing duties and kitchen is on track for an efficient close when acting as Closing Supervisor.
- Ensuring any shift being worked is set for success and all information is being shared across shifts.
- Proper understanding in cleaning and basic maintenance of all bar equipment (fridges, and glasswasher) Reporting any major issues to the Senior manager.

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- Maintaining a tidy Keg room, Keg storage area (loading dock), and empty bottle storage, informing Senior Manager, Gateway Restaurant & Bar of any issues in these areas that may arise.
- Must understand the Bar Supervisor position is not limited to just working behind the bar and that completion/ participation in other duties as asked by Senior Manager, Gateway Restaurant & Bar may be required

### General Supervisor Responsibilities

- Support all staff in peak hours
- Assist the Management team with monthly inventory counts.
- Supervising and supporting Floor staff when on shift.
- Strictly following all AGLC standards and Gateway service policies
- Acting in best Interest for the Gateway
- Participation in staff training and onboarding activities
- Supervise and Mentor staff
- Liquor weigh out and requisition
- Entering Daily Log activities such as sales and discounts into the excel sheets provided
- Daily walk through of Venue for repair and Maintenance Log (bathrooms, lights, patio and bar)
- Counting floats and resetting floats
- Recording and reporting any variances found to the Front of House Manager
- Making decisions on the Front of House Managers behalf in their absence
- Assisting with management duties that may get assigned to your position
- Ensuring Customer service standards are met at all point of the shift
- Reporting any challenges that are causing you to not be able to complete your job to the best of your ability
- Understanding all FOH job descriptions and how to execute each role if needed
- Strong understanding of SAITSA's core values and the ability to execute those values

*Other duties, as requested by Senior Manager, Gateway Restaurant & Bar*

### Qualifications

#### Education

High School Diploma (preferred)

#### Professional designation

None

#### Knowledge, skills and abilities

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[Saitsa.com](http://Saitsa.com)

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## Job Description



- Punctual
- Organized
- Desire for Growth
- Leadership
- Energetic
- Adaptable
- Team Player
- Able to multi-task
- Great at following Instructions
- Able to problem solve
- Great communication skills
- Desire to be helpful
- Demonstrates personal integrity & honesty

### Certifications

- Food Safety
- WHIMIS
- ProServe
- Protect
- Drivers Licence (preferred)
- First Aid (preferred)

### Experience

2 years Bartending experience, 1 year in a leadership role

### Working Environment

Working environment is primarily in a climate-controlled environment with potential safety/health hazards that must be minimized. Sedentary, sitting, walking, lifting items of 50 lbs +, frequent reading and computer use. Work is varied depending upon the time of year which will include evenings/weekends during high demand periods. Occasional travel to attend conferences and training.

**To apply, please send all application documents to Kiera Savoie, Senior Manager, Gateway Restaurant & Bar- [kiera.savoie@edu.sait.ca](mailto:kiera.savoie@edu.sait.ca) by 4pm on August 27<sup>th</sup>, 2021.**