



BAR COORDINATOR

Part Time – Hourly

The job of the **BAR COORDINATOR** is responsible for all administrative and event duties as they relate to bar operations. The **BAR COORDINATOR** plans for, orders, batches, inventories, and maintains all bar related products and equipment. This role works closely with the **SALES TEAM** to provide special request bar products and services, the **RDHM** to train and manage bar staff, and **DOO** regarding administrative duties. This position reports to the

DIRECTOR OF OPERATIONS.

INVENTORY & ORGANIZATION

- Order and maintain stock of all alcohol, sodas, and mixers ensuring enough product is available for all events
- Receive bar deliveries, assure their accuracy, and put them away
- Reset & organize liquor room weekly
- Clean, stock, and inventory all bar tools & equipment, communicate needs and breakages to DOO & equipment
- Maintain and ensure all bar equipment and tools remain in working order.
- Ensure remaining event stock is inventoried at HQ immediately following each event (within the same day/night as event)

EVENTS & BAR OPERATIONS

- Batch recipes for specialty cocktail orders for all events
- Make simple syrup, fresh squeezed juice, and any other ingredients needed for cocktails, as needed
- Maintain garnishes and accoutrement

- Have a comprehensive understanding of Event Worksheets as they pertain to bar operations.
- Maintain stock in coordination with Event Worksheets to ensure quantities are appropriate for events
- Create stock pull lists per event
- Physically separate, organize, and label pulls including packaged NA Beverages
- Program POS (Point of Sale) for each bar prior to bartender departure
- Ability to go onsite, set up, bartend, lead Chowgirls event bar operations
- Execute training of bar leads and bartenders

ADMINISTRATION

- Complete bar event reports in a professional and thorough manner within a few hours of event end
- Execute bar reconciliations in Total Party Planner within 5 calendar days of each event, sending notification to Event Specialist and DOO upon completion
- Conduct monthly alcohol inventory, input into inventory sheet, and email report to accounting
- Assist, plan, and create bar training programs and materials in coordination with RDHM & DOO
- Coordinate Liquor Liability Training for all bar staff
- Working knowledge of Chowgirls POS, menu items, and systems
- Work with sales team to curate special menus and cocktails
- Price out specialty beverages

COMMUNICATION

- Attend and actively participate in weekly packet meeting capturing all bar related details
- Assist RDHM Manager with Bartender training and Bar Lead training
- Work with RDHM Manager to coordinate expediting all bar events
- Inform DOO and Sales team about changes in liquor product and/or pricing
- Communicate bar delivery schedule and alert RDHM if they're unable to receive any of the deliveries
- Maintain relationships with all alcohol vendors, negotiating to provide best pricing
- Communicate weekly schedule to RDHM Manager before Monday of each week, in addition to daily check in on whereabouts in Slack
- Be available for consultation and interdepartmental leadership meetings as needed

HUMAN RESOURCES

- Maintain employee privacy at all times
- Present a professional, positive attitude among coworkers, vendors, and clients at all times
- Maintain General knowledge of Chowgirls history, values, vision, etc.
- Always promote Chowgirls in a positive light at the office and in the community

WORK AGREEMENT

_____ agrees to an hourly wage of \$_____per hour. Employee is also eligible for the Chowgirls benefits package, see attached.

Bar Coordinator agrees that Chowgirls information — including, but not limited to, recipes, policies, vendor lists, venue lists, and clients lists — are considered confidential and under no circumstances will be shared or distributed outside of the company during or after employment at Chowgirls, Inc.

This position is an at-will position, meaning employee or employer may sever the relationship at any time for any reason.

Bar Coordinator Signature *Date*

DOO Signature *Date*