



## **BAR COORDINATOR**

*Part Time – Hourly*

The job of the **Bar Coordinator** is to plan, order, batch, pull, organize, maintain and inventory Chowgirls bar & beverage products. This role works closely with the Operations & Hospitality teams to ensure quality of product, event logistics are in order, and to train and manage bar staff. This position reports to the **OPERATIONS MANAGER**.

### **ADMINISTRATIVE**

- Attend and actively participate in weekly packet meeting capturing all bar related details
- Assist Operations Manager with Bartender training and Bar Lead training
- Work with Operations Manager to coordinate expediting all bar events
- Inform DOO and Sales team about changes in liquor product and/or pricing as privy
- Along with the Operations Manager, maintain relationships with all alcohol vendors, negotiating to provide best pricing
- Facilitate planning of bar meetings and training with Operations Manager
- Maintain working and general knowledge of Chowgirls bar rules, procedures, and policies

### **INVENTORY**

- Order all alcohol, soda, NA beverages, etc for events as delegated by the Operations Manager
- Stock liquor room upon order delivery, notifying Operations Manager 24 hours before deliveries arriving when Bar Coordinator is not present
- Receive all alcohol and beverage deliveries pertaining to this department
- Communicate all scheduled deliveries and delegate receiving and storage in your absence
- Reset and organize liquor room weekly
- Conduct monthly liquor inventory w/ Ops Manager
- Maintain all stock bar mixers and garnishes per Chowgirls bar setup standards
- Batch recipes for specialty cocktail orders for all events
- Make syrup and any other ingredients for cocktails
- Keep inventory of clean, stocked bar tools in working order, notifying Operations Manager of replacement needs
- Work with Operations Manager to create special request and seasonal cocktails



## EVENTS

- Review Bar Event Worksheets to ensure quantities and stock are appropriate for events
- Assist Bar Leads in strategic and hospitable execution of bar service onsite
- Create bar inventory and equipment pulls for each event
- Pull bar stock and equipment for bar events
- Create and do NA beverage pulls for each event
- Create and do garnish pulls for each event
- Physically separate, organize, and label pulls including packaged NA Beverages
- Expo bar events to bar leads, going over all inventory and pertinent event logistics
- Ensure bar reports are completed by bar leads within 24 hours of event
- Ensure event stock is inventoried at HQ immediately before and after each event (within the same day/night as event)
- Program POS (Point of Sale) for each cash bar with approval of Operations Manager
- Log all alcohol utilized for anything other than event needs – waste, R&D, etc...

## 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