

Job titles: Bar Waiter/ Bar Waitress/Cocktail Server

Salary: Competitive

Duty Station: Tubman Boulevard, Congo Town

Application Deadline: January 18, 2019

Start Date: As soon as possible

Introduction to our business

Millennium Guest House and Suites managed by AFRIKLAND Hotel has an International set standard in Liberia's Hospitality Industry and addressed the need of its valuable customers to their best comfort. It is located on the Tubman Boulevard, Congo Town. This hotel has 50 bed rooms fully air-condition, two restaurants, one gym, a large bar, a tennis court, a swimming pool and a spacious parking lot. It has three medium and one large conference hall that have a capacity of 25,30,45 and 350 persons respectively.

Millennium Guest House and Suites management by AFRIKLAND Hotel is seeking for qualified applicants for the positions of **Bar Waiter/ Bar Waitress/ Cocktail Server**

ROLE AND RESPONSIBILITIES OF BAR WAITER, BAR WAITRESS, COCKTAIL SERVER

- Welcome and acknowledge all guests according to company standards in a timely, friendly and efficient manner.
- Speak with others using clear and professional language, and answer telephones using appropriate etiquette
- Taking beverage orders and serving them to guests on a timely manner.
- Check guests for proper identification and serve alcoholic beverages to guests in accordance with the state, local and company laws and regulations.
- Mix and garnish beverages according to recipe and portion control standards.
- Should be fully aware of the bar and lounge menu along with their prices and any applicable taxes.
- Good knowledge of wine selection, wine service and Beer service
- Take guest beverage or food orders and input them to the point-of-sale system.
- Ensuring that the bar and lounge stations are fully stocked, clean and tidy always.
- Establish rapport with guests to build loyal and satisfied customers.
- Ensure knowledge of menu and restaurant promotions and any special offers.

- Pick-up food orders from kitchen and communicate to the chef regarding any special preferences or allergy.
- Replenish beverages and ensure guest satisfaction throughout the meal service.
- Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system.
- Should know basic cashiering procedures like handling money, processing credit and debit cards, making change and processing gift certificates, cards and vouchers.
- Be responsible for billing/credit card/payment and collecting feedback from the guest.
- Clear tables and prepare for service by polishing cutlery, glassware and crockery etc.
- Complete closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas.
- Return all equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors and completing bar closing checklist
- Stock and maintain the bar with all the required supplies and inventory (eg: beer, wine, spirits, paper products, straws, stirrers, condiments, glassware, ice cubes etc.)
- Always take responsibility for ensuring a positive guest experience.
- Take ownership of guest request and follow up guests' incidences.
- Perform any other assigned reasonable duties and responsibilities as assigned or as requested by Supervisors or manager.

PREREQUISITES:

- Have sound knowledge of spirits, beers, wine, cocktails and coffee.
- Should have excellent communication skills.
- Flexibility to work longer hours as per business demand.
- Be courteous, professional and provide efficient service.

EDUCATION:

- High School Diploma. Knowledge of computers, Wines, POS - Point of sales system and inventory software. Hotel Management diploma holder or similar qualification is an added advantage

EXPERIENCE

- 1 to 2 years' experience as a Bar Waiter/Waitress & Cocktail Server in a full-service hotel preferred.

HOW TO APPLY:

Please send your motivation letter, CV and at most three references (both in English) to email: hrmillenniumafrikland@gmail.com or Hard copy should be addressed to: Human Resource Manager, Millennium Guesthouse & Suites, Tubman Boulevard, Congo Town, Monrovia, Liberia