

Job title: Bartender

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 position of **Bartender**

ROLE & RESPONSIBILITIES OF A BARTENDER

- Interact with customers, take orders for drinks and snacks.
- Plan and present bar menu
- Check identification of the guest to make sure they meet age requirements for purchase of alcohol and tobacco products.
- Mix ingredients to prepare cocktails and other drinks.
- Mix drinks, cocktails and other bar beverages as ordered and in compliance with hotel standard drink recipes.
- Prepare alcohol or non-alcohol beverages
- Arrange bottles and glasses to make attractive displays.
- Ability to Sell or influence others for up selling and suggestive selling.
- Provide recommendations and suggestions to guest for choosing Drinks and Snacks.

- Serve customers in a friendly and helpful manner.
- Always Keep the bar counter and work area neat and clean.

- Provide guidance to guests on resort activities, dining options and general resort and Regional information.
- Perform physical activities such as lifting and stooping.
- Maintain liquor inventory and consumption.
- Collect payment for drinks served and balance all receipts.
- Prepare inventory or purchase requisitions as needed to replenish supplies.
- Ensure that the assigned bar area is fully equipped with tools and products needed for Mixing beverages and serving guests.
- Stay guest focused and nurture an excellent guest experience
- Perform Other duties as and when assigned by the hotel management.

PREREQUISITES:

Must be able to communicate in English writing and speaking and other languages are advantages. Good personality and Positive interpersonal skills required.

EDUCATION:

High School Diploma. Computer Knowledge and experience in MS office programs. Graduates bachelor's degree and/or diploma in hotel Management or other related field is an added advantage

EXPERIENCE:

Previous bartending experience required in a Mid-scale or Luxury property. Experienced in handling Point of sale (POS) terminals and Stock & Inventory management software.

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