



# JOB DESCRIPTION

## BARBACK

Effective Date: 01.01.2018  
 Revision Date: 01.01.2018  
 Number: JD022  
 Version: 1

POSITION Bar Back

JOB LEVEL D2

DIVISION Operations

DEPARTMENT Restaurant



The above chart only reflects the current reporting lines (subject to modification upon Management decision). It does not reveal however, neither the position nor the employee's career evolution.

### KEY JOB RESPONSIBILITIES

#### Job Summary

Under the general guidance and direction of the Bar Manager or designate, and within the limits of the established Company's policies and procedures, the Barback is responsible for backing up bartenders by keeping bar areas clean and stocked with everything they need at all times and providing necessary support to ensure the smooth, prompt and accurate bar service.

#### Essential Duties and Responsibilities

##### General

- Adopt an appropriate attire that reflects the company brand image
- Comply with the company's code of conduct and ethics
- Promote the company's vision, values and model desired behaviors
- Perform tasks as directed in the pursuit of the achievement of business goals
- Offer highest levels of Service Experience and eye for details, exceeding guests' expectations

##### Hygiene, Safety and Security

- Familiarize self with the company health and safety standards as well as the first aid, the fire and emergency procedures and ensure compliance, communication to team members and active enforcement
  - Comply with personal and work-related hygiene standards and processes
  - Rectify hazardous situations and report them promptly
  - Ensure security incidents are reviewed and corrective measures implemented to prevent recurring incidents
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- Assist the bartender in the opening and closing side duties
  - Keep the bar and the bar area clean by wiping surfaces, removing soiled glassware, emptying trash and cleaning coolers and storage areas
  - Polish and shine glassware, silverware and other utensils on the bar area
  - Refill and restock the bar with alcoholic and non-alcoholic beverages as per the PAR stock as well as straws, napkins, towels, glassware and all the utensils needed
  - Collect dirty glasses and solid wares, take them to the dishwashing area and bring out clean ones
  - Memorize the beverages menu and cocktail recipes



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## JOB SPECIFICATIONS

<b>E d u c a t i o n</b>	Technical degree or alternative
<b>E x p e r i e n c e</b>	One (1) or two (2) years of experience in a similar role
<b>C o m p e t e n c i e s</b>	Languages: Fluent in Arabic, Basic English
<b>    K n o w l e d g e</b>	Communication
<b>    S k i l l s</b>	Building Positive Relationship
<b>    A b i l i t y</b>	Obsessing over Guests Honoring Ownership

I hereby confirm that my Job Description includes but is not limited to the above listed duties and responsibilities; and that I read carefully, understood and approved its whole content.

**EMPLOYEE NAME**  
.....

**EMPLOYEE SIGNATURE**  
.....

**DATE**  
.....