



Bar Manager - City Barrel Brewery and Kitchen

Job Title: Bar Manager

Reports to: Owner - FOH Managers

Direct reports: Bartenders

Job Description:

The Bar Manager is responsible for ordering and maintaining bar supplies and inventory from outside vendors, building/developing the drink menu seasonally, and hiring, training, supervising, and terminating bartenders. They also process cash and credit card payments from customers and verify that patrons are old enough to drink before serving them alcohol. The Bar Manager will ensure that the bar is stocked with glasses, garnishes, drink mixes, and ice. This role ensures consistency in service, quality of product, Standard Operating Procedures (SOPs), cocktail offerings, liquor options, craft beer styles, training, and inventory management City Barrel Brewery and Kitchen. They will also be responsible for opening and closing the restaurant as needed when the Front of House Manager is not available.

Job Duties & Responsibilities (XRDS Location)

Financial Management & Profitability

- **Proactive Financial Tracking:** Actively manage financial records and monitor revenue/expenses. Consistently enter invoices and labor costs into the bar budget spreadsheet, utilizing tools like XtraChef to keep reporting accurate for the General/FOH Manager.
- **Budgeting & Cost Control:** Take ownership of establishing, monitoring, and enforcing budgets. Develop creative strategies to minimize waste, control costs, and optimize inventory levels for all beverage categories without sacrificing quality.
- **Menu Engineering & Strategic Pricing:** Master the pricing protocols (e.g., 30% markup for retail 4pks/6pks, 60% for single cans, 3x glass price for wine bottles). Build cocktails in the **CROSSROADS BAR PLANNING** spreadsheets to accurately assess pour costs and optimize profitability.
- **Strategic Growth:** Act as a forward-thinking partner to ownership by providing actionable insights on beverage sales, emerging trends, and new revenue opportunities.
- **Profit Maximization:** Lead by example in maximizing bar profitability by enforcing strict portion controls, ensuring the accuracy of guest charges, and minimizing comp waste.

Operational Standards & Efficiency

- **Hands-On Policy Implementation:** Don't just enforce SOPs—live them. Collaborate with the management team to create, implement, and refine policies (like Bar Opening/Closing Checklists and Draft Line Cleaning SOPs) to ensure smooth, efficient operations.
- **Brand Standards & Quality Control:** Ensure every drink poured aligns with City Barrel's high brand standards. Maintain rigorous quality control for all beverages, ensuring consistent taste, presentation, and preparation.
- **Equipment & Prep Mastery:** Take charge of all bar equipment, glassware, and weekly prep. Proactively manage the preparation of syrups, batches, and garnishes, delegating efficiently but never hesitating to jump in and prep alongside the team.
- **Sustainability & Innovation:** Eagerly explore and implement sustainable practices, such as waste reduction and sourcing local ingredients, keeping the bar operations modern and efficient.

Compliance, Safety & Sanitation

- **Licensing, Legal & Certifications:** Stay rigorously updated on all state and local alcoholic beverage control laws (Missouri alcoholic beverage commission). Ensure successful completion of ServSafe alcohol and food certifications within 60 days of employment for yourself, and enforce this standard for the team.
- **Health, Safety & Security:** Establish and enforce strict sanitation controls, food handling practices, and hygiene laws. Take responsibility for securing the restaurant at the end of the night, ensuring the safety of the staff, the security of company revenues, and the proper maintenance of the premises.
- **Proactive Conflict Resolution:** Confidently step in to diffuse tense situations between patrons or staff members. Protect the team and guests by handling safety or legal issues head-on, including ejecting unruly persons if needed.

Menu Development & Marketing

- **System Management (TOAST & CANVA):** Take full ownership of the digital and physical menus. Promptly update TOAST (including tasters, full pours, flights, to-go options, and modifications) and seamlessly design/print updated menus via CANVA as inventory shifts.
- **Innovative Menu Creation:** Be a go-getter in developing seasonal and specialized drink menus. Build new cocktail recipes, obtain sell sheets from sales, and confidently present new menu items to the management and marketing teams.
- **Event Planning & Execution:** Actively collaborate with the events team to plan, develop tailored beverage menus for, and execute private events, Taco Tuesdays, Music Trivia, and other promotional nights.
- **Community & Market Engagement:** Act as an ambassador for City Barrel. Research emerging beverage trends, develop relationships with customers and local businesses, and drive cross-promotional community marketing efforts.

Team & Self-Development

- **Inspiring Leadership & Education:** Implement robust, ongoing training programs for bartenders and FOH staff. Educate the team on craft beer, wine, spirits, upselling techniques, and responsible service. Send out weekly staff messages detailing new releases, "hot topics," and large upcoming parties to keep everyone aligned.
- **Continuous Learner:** Demonstrate a hunger for knowledge. Actively update your own job knowledge by reading professional publications, attending educational opportunities, and maintaining a strong personal network in the local hospitality scene.
- **Organizational Value:** Elevate the department by eagerly accepting ownership of new requests. Be a team player who constantly explores new opportunities to add value to the City Barrel Brewery & Kitchen beyond basic job requirements.

Vendor Relations

- **Strategic Supplier Management:** Cultivate strong, professional relationships with all beverage and supply representatives (e.g., Craft Republic, NKC Beverage, Central States, Southern Glazers, U.S. Foods, and Provi vendors like Vintegrity, Lohr, and Pinnacle).
- **Diligent Inventory & Ordering:** Execute a flawless weekly ordering cadence using various portals (Provi, BreakthruNow, U.S. Foods portal, email). Accurately log weekly **BAR - XRDS** walk-in and bar product inventory to guarantee the bar is fully stocked before the weekend rush while adhering to order minimums and distributor cut-off times.

Day to Day Bar Operations

- **Lead Bartender & Shift Oversight:** Be a highly skilled, hands-on bartender capable of working open, mid, or closing shifts. Expect to be on your feet, walking or standing 100% of the shift, and stepping behind the bar to pour drinks, clear plates, and occasionally lift up to 50 lbs to support the team whenever volume spikes.
- **Inventory Management:** Oversee daily stock levels of glasses, garnishes, mixes, and ice. Swap out kegs and perform line cleaning as needed to keep service flowing smoothly.
- **Cash Handling & POS Troubleshooting:** Accurately count and record the cash drawer at the start and end of shifts. Follow strict deposit procedures and act as the first line of defense for troubleshooting any TOAST POS or hardware issues.
- **Flexible Admin vs. Floor Time:** Wisely balance dedicated admin time (Mondays/Tuesdays for ordering, inventory, and payroll) with floor service, ensuring the bar is fully supported during peak weekend hours.

Personnel Management

- **Full-Cycle Recruiting:** Take charge of building a stellar team. Screen resumes, conduct thorough interviews, check references, and confidently hire, onboard, and train new bartenders to meet City Barrel standards.
- **Retention & Culture Building:** Strive to maintain a low staff turnover rate by keeping staffing numbers up to par and fostering a supportive, high-morale environment where team members feel motivated to achieve common goals.
- **Strategic Scheduling (SLING):** Use SLING to create effective schedules two weeks in advance. Intelligently adapt staffing levels based on seasonal demands, events, and labor budgets, while ensuring compliance with meal/rest breaks.
- **Coaching & Accountability:** Don't just manage; mentor. Observe bartenders in action, provide constructive, real-time feedback, track employee attendance/payroll (TipHaus/Toast), and hold staff accountable to expectations, initiating disciplinary action when necessary.

Guest Experience + Customer Service

- **Leading from the Front:** Set the gold standard for guest interaction. Greet customers personally, make them feel valued, and consistently demonstrate the level of hospitality expected from the entire staff.
- **Service Standards:** Monitor the floor constantly, identifying areas for improvement and immediately implementing coaching moments to elevate the overall speed, quality, and warmth of service.
- **Feedback Management:** Take ownership of the restaurant's digital reputation. Monitor platforms like Google and Yelp, responding professionally and empathetically to both positive and negative reviews to show guests their feedback is genuinely valued.

Job Qualification:

- Ability to drive the team operation to success.
- Extensive knowledge of safety, sanitation, and food handling procedures.
- Professional communication skills required.
- Ability to work in a team environment, develop staff, and hourly team.
- Ability to work calmly and effectively under pressure.
- Must have problem-solving abilities, be self-motivated, and organized.
- Have a commitment to quality service and food and beverage quality.
- Familiarity with required Licensing and Labor Laws.
- Ability to motivate team members to achieve a common goal.
- Ability to determine applicability of experience and qualifications of job applicants.
- Able to maintain a staff low turnover rate and keep staffing numbers up to par.
- Has a thorough knowledge of and adherence to the law with regard to:
 - Licensing Laws
 - Health and Safety Regulations
 - Food Handling and Hygiene Laws
 - Fire Regulations and Procedures
 - First Aid Procedures

- Serve-Safe Alcohol Course

Performance Standards:

- Meets all company service standards through overseeing all hourly Team Members by:
 - Consistently use safe food handling practices.
 - Read and accurately follow instructions.
 - Prepare items in a prescribed amount of time.
 - Adhere to cleanliness and sanitation guidelines.
 - Understand portion control and safe alcohol service.
 - Adheres to policies and procedures set forth in the Employee Handbook, including Appearance Standards.
 - Upbeat and professional image; maintains positive attitude with self, Guests, and Team Members.
 - Completes all ongoing certifications/validations.
 - Maintain prompt and regular attendance.
 - Able to address & coach Team Members falling short of any of the above.

Working Conditions:

- 100% Walk and stand.
- 90% Communicate with Guests and Team Members.
- 50% Operate cash register, Point of Sale system, and cash handling.
- 25% Reach, bend, stoop, wipe and lift up to 50 pounds.
- Must be available for work 40+ hours per week prior to, during and beyond our hours of operations on any given day, subject to scheduled and approved absences or time off.

Training Requirements:

- Successful completion of alcohol and food certification ([ServSafe](#)) and/or other required classes by state within 60 days of employment.

Tools: (See more below)

- Google Suite - Cloud storage and document creation = Drive.google.com
- [SLING](#) - Scheduling
- TOAST = <https://www.toasttab.com/restaurants/admin/home>
- Bar Inventory Spreadsheet - Costing and Inventory
- TipHaus
- CANVA (for menu updates)

Google Drive Resources:

- SHARED GOOGLE DRIVE:  TAPROOM
- BAR SOPS - REVIEW SOPS & Edit

- Review Bar Manual
- Bar Opening Checklist - Review
- Bar Closing Checklist - Review
- Beer Descriptions
- Tap List Cheat Sheet
- Draft Line Cleaning SOP
- Best Technology Practices

Marketing Materials:

- Business Card
- Credit card
- Sonos access
- Wifi password

Compensation:

- **Job Type:** Full-time
- **Hourly:** \$12/hr + Tips, and \$22hr for Admin shifts
- **Insurance:** City Barrel offers Health Insurance through Blue Cross Blue Shield for Full Time Equivalent employees (25hrs /wk). We pay 50% of the premium.
- **PTO:** None for this position.
- **Required experience:** High volume casual or fine dining restaurant management: 1 year.