

JOB DESCRIPTION

Position: Bar- Utility

Site:

Brief:

- To ensure site bar and village areas are cleaned to the standards required by Action Industrial Catering Pty Ltd
- Ensure Detail Cleaning is completed as per Manager direction, to maintain cleanliness and presentation of the bar and village, as per the Daytime Cleaning Schedule.
- To ensure prompt and friendly service in the bar to all Residents and Visitors to Site within liquor license regulations.
- Other duties as directed by Site requirements.

Reporting to: Project Manager/Assistant Project Manager – Bar Duties/Village cleaning

Scope of Duties: Maintain cleanliness of the bar and village areas during the day. Wear correct PPE at all times as required.

Daily Schedule:

0830 – 0900	Do “Z” and Eftpos read, count till, recording on reconciliation sheet in village office.
0900 – 1000	Clean Bar inside and <i>(out including bbq’s when required)</i> Wipe down benches & tea & coffee station. Replenish tea & coffee station. Empty the bins, and place all cardboard in recycling area on loading dock Complete cleaning duties as indicated in Bar Cleaning roster
1000 – 1015	Break – <i>Morning Tea</i>
1015 – 1200	Complete all bar area cleaning & gazebo, lawn area.
1200 – 1230	Break - <i>Lunch</i>
1230 – 1330	Cleaning of Con camp ablution block.

Ablutions

- Clean mirrors, hand basin and replace soap.
- Toilet bowls to be scrubbed.
- Exhaust fans to be cleaned.
- Top of hot water unit to be cleaned (if inside)
- Spot check all walls and wipe clean.
- Check behind toilet doors, spot wipe.
- Dust top of cistern and S bend.
- Window ledges to be wiped.
- Urinals to be scrubbed and disinfected daily.
- Appropriate number of desert cubes to be placed on top of Urinals.
- Shower mats to be scrubbed daily.
- Floors to be swept & mopped daily.
- Shower cubicles to be scrubbed and disinfected daily.
- Top of shower ledges to be wiped.
- Shower curtain to be changed as required.
- Replenish toilet rolls
- Replenish hand towels.
- Empty bin and replace bin liner.
- Sweep outside units daily
- Hose outside unit weekly (or as required)

- Cleaning of Cinema, Gym and Office
- Carpets to be vacuumed daily.
- Ensure all walls, windows, ceilings, fittings and furniture are dusted;
- remove any marks, cobwebs, grease or grime, empty and clean waste bins, empty and clean ash trays.
- Air conditioners and filters to be cleaned and free from marks, dust etc
- Walls, ceilings and all fittings and fixtures to be thoroughly cleaned and maintained in a dust and grease free condition at all times.

1430 –1545 Cleaning of bar ablutions, phone booths, communications room, breathalyzer room,

1545 – 1645 **BREAK.**

1645 – 1830 Open bar, serve customers, stock shelves, cleaning as you go
All bottles to be opened on serving. No sale of any cartons.

1830 - 1900 Close bar, restock fridges & remove rubbish.

1900 – 2100

- Open Bar, Service of customers, continually stocking shelves and fridges etc
- All cans and bottles to be opened on serving.
- No sale of takeaway items

2100 - 2130

- Close Bar and & complete cleanup of bottle and cans into appropriate bins throughout both the internal and external areas of the wetness.
- Ensure the following electrical items are turned off;-Televisions (Wall mounted internal & caged external) *Fans (internal & external)
- Once all customers have departed lock all external doors and ensure that area is secure tables are free of can & bottles before leaving.
- Any keys remaining for accommodation arrivals not yet arrived to be delivered to the Breakfast Chef in the kitchen.

WEEKLY ITEMS

Monday

* Perform periodical cleaning of areas with in scope of village detail duties

Tuesday

* Prepare orders to be placed on Thursday – Liquor Traders, Coca-Cola, CD’s Confectionary.

Wednesday

* Stock Coke Machines & ensure that float remains.
* Prepare refrigerated & general storage areas for following days deliveries

Thursday

* Take delivery of Wetmess stock ensuring all items billed are received and in a sellable condition

Friday

* Cigarette order to be sent to head office fortnightly

Saturday

* Complete social club stock take, complete reconciliation sheets in village office and present information to client, report any stock requirements for social club.

Sunday

* Stock Coke Machines & ensure that float remains.
* Update football tipping information (*Seasonal*)

I _____ have read and understand the requirements of the Administration / Bar Utility position.

Employee Name / Signature.....Date.....

Managers Signature.....Date.....