

Bar Manager Job Description

The UC Theatre was founded in 2012 by the Berkeley Music Group (BMG) as a 501 c3 non-profit organization. We operate The UC Theatre - an independent community-minded 1,400 capacity multi-tiered live music venue, with youth education programs. Our mission is to present a vibrant and diverse range of live performances to advance the understanding and appreciation of music, culture, and education in the Bay Area. We provide inclusive, diverse, and culturally rich music programming including; Tinariwen, Green Day, Run The Jewels, Natalia Laforçada, Clozee, Todrick Hall, Steel Pulse, Kehlani, Mulatu Astatke, Kolohe Kai, Ty Dolla Sign, SOB X RBE, Taj Mahal, The Story So Far, Toro y Moi and more, as well as transformative youth education programs.

A community-minded music venue giving back...

Our Concert Career Pathways youth education program removes the barriers of entry into the music business and teaches young people the technical, creative and business aspects of concert and event promotion. Through hands-on workshops and paid internships we train the next generation of music industry professionals.

Job description:

The Bar Manager is responsible for all aspects of Bar operation and administration, providing unsurpassed service in order to maximize guest satisfaction and revenue opportunities while maintaining liquor licensing and ensuring that staff is following local requirements and proper alcohol distribution regulations.

Their main duties include scheduling employees and building their shift calendars, managing and resolving customer complaints, ordering products from vendors and ensuring the bar's inventory is well-stocked.

Bar Manager Responsibilities:

- Manage, staff, maintain, and run all bar operations to maximize sales and provide a great customer experience.
- Maintain a pool of employees & schedule & supervise them directly on show nights.
- Deposits & Sales Report: Close out, cash out, and reconcile all bar sales for deposit at the end of each shift.
- Develop and update bar menus and update POS systems.
- Manage all bar inventory and purchasing of product and bar supplies
- Order all bar related supplies and directly work with product vendors
- Evaluate sales and pour costs to maximize profits on bar sales
- Close out, cash out and reconcile all bar sales for deposit at the end of each shift
- Work behind the bar as a bartender if/when needed - but not on a regular basis

Berkeley Music Group

A 501(c)(3) nonprofit organization

The UC Theatre: 2036 University Avenue, Berkeley, California 94704

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- Coordinate training for all your staff, including product familiarity and safe-serving techniques (LEAD Training/Certification).

Bar Manager Skills and Expectations:

- **Communication:** Bar Managers will need both written and verbal communication skills. Written communication skills will assist the Bar Manager with understanding directions from the general manager. Verbal communication skills are crucial as Bar Managers will need to develop working relationships with employees, customers and other management.
- **Problem-solving:** It is the role of the Bar Manager to diffuse conflict within the bar. This requires developed problem-solving skills that allow the bar manager to effectively handle conflict in a way that works for both the customer and the staff.
- **Leadership:** Leadership skills will assist the Bar Manager in effectively leading their bar staff in a way that is productive and organized.
- **Organizational:** Bar Managers are in charge of many different aspects of the business including hiring, promoting, training, scheduling and managing, so strong organizational skills are necessary.
- They should pay close attention to detail since they're regularly scheduling shifts, ensuring that rules are being followed and taking stock of all the bar materials and supplies.

Applicants must possess the following qualifications:

- Scheduling capabilities
- Minimum of four years as a bar manager of a high-volume bar operation, and at least two years as a bartender
- Extensive knowledge of products
- Proven ability to manage pour cost and customer satisfaction
- Demonstrated proficiency with POS systems (Aloha/INtouch)
- Personnel management skills
- Proven cash handling techniques, (experience with money counters preferred)
- Ability to perform under pressure and cope with unforeseen circumstances
- Experience in the concert business is preferred

Physical Demands / Work Environment / Hours:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential work functions.

- Job functions require hours of sitting, standing, lifting, typing, and use of a computer.
- Workplace can have moderate to high stress levels.
- May be required to lift or move up to 50 lbs using proper lifting techniques.

- Non-typical office hours will be customary including mornings, evenings, weekends, and holidays.

Hiring Practices:

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

Berkeley Music Group recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. BMG may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, internet recruiting, job fairs, college recruiting, and search firms.

It is a requirement of the position to be fully vaccinated, unless accommodation can be created for those with religious or medical exemptions. We will enforce state guidelines.

Compensation: Show Pay plus hourly

Equal Employment Opportunity:

The UC Theatre strongly supports equal employment opportunity for all applicants regardless of race, sex, religion, creed, national origin, age, disability, sexual orientation or any other legally protected classification.

To apply for this position, email resume and cover letter to jobs@theuc theatre.org. Include your name and reference the position in the subject line of the email. Resumes will be accepted until the position is filled. Interviews are by appointment only. No telephone calls, please.