

## JOB DESCRIPTION

F/TC/26 Rev00

---

<b>Job Title:</b>	Bar Manager	<b>Level:</b>	5
<b>Responsible for:</b>	F&B Service (Exit Bar)	<b>Date:</b>	14-May-25

---

**OBJECTIVE:**

Every Mercure team member is a "Heartist". A "Heartist" represents Mercure's brand and its values, at all times. The Mercure "Heartist" will establish relationships and foremost, the Mercure "Heartist" will deliver an exceptional guest experience and promote the French Elegance.

**MAIN DUTIES :**

- Oversees staff, including bartenders and barbacks, and, in some cases, bouncers, wait staff, and/or kitchen staff as well.
- Hires, trains, promotes, and, when necessary, disciplines staff. Selects music, books bands, and provides input on décor and marketing, including social media and other forms of publicity.
- To prepare schedules for all personnel according to the forecast and within the limits of the staffing guide,
- To ensure adequate manpower at all times and under the guidance of the Food and Beverage Manager.
- To conduct regular training sessions with the assigned team in line with the departmental SOP's i.e., guest care, service standards, up-selling approach, product knowledge, etc.
- To conduct on the job training of future Assistants Outlet Manager's if the situation calls for.
- To prepare and issue duty schedules for the assigned team.
- To ensure the proper appearance (condition of uniforms) and grooming of assigned staff members.
- To evaluate the performance of the assigned team and initiate internal promotions.
- To short list new potential staff members for development.
- Responsible for the timely set up of the assigned Food & Beverage outlet, according to the meal settings and in line with the opening hours.
- To handle the welcome and seating of arriving guests with the assistance of the hostess.
- To ensure that under no circumstances the entrance door is left unattended.
- To maintain a professional / friendly relationship with the outlet patrons.
- To establish and update the outlet's database of regular guests.
- To tour the outlet and all related areas frequently ensuring the highest possible cleanliness and maintenance standards.
- To resolve guest complaints immediately.
- To be actively involved in the outlet's promotional activities.
- To establish a close working relationship with the kitchen and liaises with the chef about menu changes, menu presentations and live cooking activities in the outlet.
- To control / counter signs all store requisitions (operating material, food products and beverages) and ensures their accurate delivery.
- Maintains staff attendance sheets and other payroll related documents, to be signed by the Department Head and submit them for signatures at the end of the month.
- To attend all regular Food & Beverage departmental meetings and conduct's daily briefings to maintain an open communication within the assigned team.
- Responsible to meet and maximize the budgeted monthly revenue of the respective outlet, by exercising constant control of the operational expenses.
- If the outlet features live entertainment, to assures the availability of document copies stating the legal approval i.e., NOC's, etc.

**JOB DESCRIPTION**

- To carry out other related assignments or tasks entrusted by the Food & Beverage management from time to time.
- To work with accounts department to oversee physical inventories, analyses specialized reports, slow moving items and low stock list and productivity norms.
- To be responsible for cashier's house fund, and its safekeeping.
- To ensure that a check is made and recorded in the POS system for every food & beverage sale in the outlet.
- To ensure that a check is made and recorded in the POS system for any meals consumed by employees, or any service offered to guests as complimentary or entertainment.
- To enter opening and closing check no. used in his/her shift in the Night Auditors logbook, and ensure that checks are used serially, and all the checks are accounted for.
- To open a guest check in the POS system, punching orders, splitting and transferring tables, settling checks as cash, room charge, credit card or city ledger.
- To prepare cashier's summary and tally it with Micros (POS) reading at the close of his shift.
- To printing and tally transaction list from credit card machines with physical check, and Micros reading.
- To prepare deposit envelope, write the deposit amount in cashier's deposit sheet and drop the envelope in the Front Office safe depository, in the presence of a witness, who has also signed the witness column of the cashier's deposit sheet.

**Qualifications :**

- High school diploma or equivalent (minimum)
- Degree or diploma in Hospitality Management, Business, or related field (preferred)
- Proven experience as a bartender and/or bar supervisor (typically 2–5 years)
- Management or leadership experience in a hospitality setting
- Food and beverage certifications (e.g., SERV Safe, TIPS, or local alcohol licensing requirements)
- Knowledge of POS systems and bar inventory software
- Experience with ordering, stock control, and vendor relationships

**Our team and working environment:**

Located along Sheikh Zayed Road in Barsha Heights right next to Dubai Internet City Metro Station. The hotel is nestled in the key business and commercial district of Dubai Media City, Dubai Knowledge Park and Dubai Internet City. Mercure Dubai Hotel offers a unique hospitality experience for business & leisure travellers and well as for long stays at an affordable price. Close proximity to Mall of the Emirates, Palm

Jumeirah and major tourist attractions.

An elegant hotel with 1015 suites and apartments spread over 41 floors. Each contemporary room features floor to ceiling windows that have exceptional views of the city & skyline. For meetings, trainings and social events the hotel offers an extensive range of multi-functional meeting and event spaces.

**Our commitment to Diversity & Inclusion:**

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent. Why work for Accor?

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit <https://careers.accor.com/>

Do what you love, care for the world, dare to challenge the status quo! #BELIMITLES