

LINGAD/ DAREN D.

BSTM 1-B

BORGMA

Manager

- Oversee day-to-day operations
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees
- Evaluate and improve operations and financial performance
- Direct the employee assessment process
- Prepare regular reports for upper management
- Ensure staff follows health and safety regulations
- Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)
- Planning, Organizing, Staffing, Leading, Controlling

Bartender

- Prepare alcohol or non-alcohol beverages for bar and restaurant patrons
- Interact with customers, take orders and serve snacks and drinks
- Assess customers' needs and preferences and make recommendations
- Mix ingredients to prepare cocktails
- Plan and present bar menu
- Check customers' identification and confirm it meets legal drinking age



- Restock and replenish bar inventory and supplies
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations

Assistant Manager

- Assisting the general manager in organizing, planning and implementing strategy
- Coordinating day-to-day operations
- Ensuring that company guidelines are followed
- Setting up and organizing schedules
- Devising and setting up objectives to boost company productivity
- Ensuring that goals and objectives are met
- Maintaining a safe and clean work environment
- Interviewing and recruiting new employees
- Providing training to employees
- Delegating tasks to employees
- Supervising, leading and motivating employees
- Reporting any problems or accidents to senior management
- Filling in for senior management in case of their absence
- Helping with monitoring and tracking operating costs, budgets and resources
- Creating reports, analyzing, interpreting and presenting data
- Working with clients
- Monitoring customer and client satisfaction
- Managing customer complaints and resolving their issues
- Assisting with procurement of inventory and supplies
- Supporting the general manager as needed



Secretary

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports filing
- Organising and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritising workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organisations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients
- If more senior, recruiting, training and supervising junior staff.

Supervisor

- Managing workflow.
- Training new hires.
- Creating and managing team schedules.
- Reporting to HR and senior management.
- Evaluating performance and providing feedback.
- Identifying and applying career advancement opportunities.
- Helping to resolve employ

