Bartender / Barista

Η **“FILOS-*Xenia”* Hospitality Services** αναζητά για 4\* ξενοδοχειακό συγκρότημα στον Πλατανήτη, Μαρώνειας, στην Κομοτηνή, να καλύψει την ακόλουθη θέση:

**BARTENDER / BARISTA (Male/Female)**

**(code: BRT)**

The Bartender/Barista is responsible for preparing and providing beverages to the guests in a quick, efficient, friendly and professional manner. Other responsibilities include maintaining a clean bar area, processing payments, and keeping track of the inventory of the bar.

**The person holding this position reports to the Operations Coordinator and more specifically is required to:**

* Welcome, cater for and deliver friendly personal service to all guests, from arrival to departure, with a professional touch, as set by the hotel service standards
* Ensure the provision of timely and accurate service (right order on time)
* Handle guest complaints effectively but always refer the problem/complaint to the O.C. as well
* Provide accurate and insightful information to the customer in regards to menu items, beverages and be pro-active in sales
* Perform all tasks in a professional manner and deliver according to standards
* Make suggestions to improve the overall operation of the outlet
* Maintain working area clean and neat at all times
* Perform the correct storage of goods and beverages under hygienic and appropriate conditions
* Ensure proper handling and storage of all silverware, cutlery and electrical equipment
* Check operational condition of equipment and appliances on a regular basis
* Assist in conducting monthly inventory checks on all bar operating equipment and supplies
* Report maintenance and repair jobs to the Maintenance supervisor & O.C.
* Follow the daily/weekly cleaning duties/responsibilities assigned
* Ensure that the mise-en-place is always up to the standards
* Control table service sequence
* Responsible for cleanliness, tidiness and maintaining the standards of service in the working area assigned
* Be friendly and co-operative with other team members, take part in the training sessions of the team and assist them in all occasions in producing qualitative work
* Participate in the weekly operations meetings
* Keep up-to-date with the latest trends in the field
* Maintain an effective communication level with the restaurant, Kitchen and all other departments to ensure that the quality of service offered meets and exceeds standards
* Seek to be informed on the daily activities of the outlet and the hotel, in order to be helpful and able to provide guests with useful information, with a sales-oriented mindset as well
* Arrive on duty punctually and be flexible to work in other areas if needed
* Respect and adhere to the in-house rules and the hotel policies and procedures
* Take over from the previous shift and obtain relevant information at the start of the shift in regards of business volume, guests, tasks to be clarified and completed and special events
* Undertake any other tasks as assigned by the O.C.

**CANDIDATE PROFILE**

* Excellent command of the Greek and English language
* Knowledge of a third language (i.e. German, French, Italian, Russian, Spanish, etc.) will be valued accordingly
* Computer literate, with working knowledge of  the use  of P.O.S. systems
* Minimum 2 years’ experience as Bartender in a 4\*-5\* multicultural hotel environment
* Extensive knowledge in wines, spirits, cocktails, etc. is an absolute must
* Sound knowledge of the use of bar and other related equipment (Coffees, Drinks post mix, Draught beer, etc.)
* Refined communication and public relations skills and with a strong customer-focused approach
* Flexible, team-worker, with a positive attitude
* Proactive, able to work efficiently under pressure
* With good numerical and organizational skills

**THE COMPANY OFFERS**

* Competitive remuneration package
* Training and career development
* Dynamic and highly professional environment
* Food & Accommodation [if not a local(Komotini prefecture) resident]

Those interested, please send **updated CV with recent photo** to the following email:

***C.V.s which do not fulfill the above requirements / qualifications or are sent without a photo will not be evaluated. Only those who will be selected for an interview will be contacted, in due time.***