

## BAR KEEPING OPERATIONS

UNIT CODE: 1013 551 14A

TVET CDACC UNIT CODE: HOSCU/FBS/CR/04/3/MA

UNIT DURATION: 150 Hours

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: **Perform bar keeping operations**

### UNIT DESCRIPTION

This unit of learning covers the learning outcomes, content, assessment methods, methods of delivery and resources required to perform bar keeping operations. It involves performing bar opening duties, preparing and serves non-alcoholic beverages, preparing and serving alcoholic beverages, presenting cigars and carrying out bar closing activities

### Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Perform bar opening duties.	30
2.	Prepare and serve non-alcoholic beverages.	30
3.	Prepare and serve alcoholic beverages.	40
4.	Present cigars	30
5.	Carry out bar closing activities	20
	<b>Total</b>	<b>150</b>

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Perform bar opening duties	1.1.Introduction to bar. 1.1.1. Parts of a bar. <ul style="list-style-type: none"><li>▪ Front bar</li><li>▪ Back bar</li><li>▪ Under bar</li></ul> 1.1.2. Arrangement of the bar 1.1.3. Types of bars <ul style="list-style-type: none"><li>▪ Cash bar</li><li>▪ Snack bar</li><li>▪ Main bar</li></ul>	<ul style="list-style-type: none"><li>• Practical</li><li>• Portfolio of evidence</li><li>• Third party reports</li><li>• Oral test</li><li>• Written texts</li></ul>

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> <li>▪ Dispense bar</li> <li>▪ Pool bar</li> </ul> <p>1.1.4. Bar personnel</p> <p>Attributes</p> <ul style="list-style-type: none"> <li>● Personal Management</li> <li>● Self-Awareness</li> <li>● Self Esteem</li> <li>● Stress Management</li> <li>● Assertiveness</li> <li>● Drug and Substance abuse</li> <li>● Time Management</li> </ul> <ul style="list-style-type: none"> <li>▪ Bar manager</li> <li>▪ Head barman</li> <li>▪ Barman</li> <li>▪ Glass washer</li> </ul> <p>1.1.5. Duties and responsibilities of bar personnel.</p> <p>1.2. Safety rules in the bar.</p> <p>1.3. Hygiene rules in the bar.</p> <p>1.3.1. Personal hygiene</p> <ul style="list-style-type: none"> <li>• Neat hair</li> <li>• Short nails</li> <li>• Clean uniform</li> </ul> <p>1.3.2. PPES</p> <ul style="list-style-type: none"> <li>▪ Black leather low-heeled shoes</li> <li>▪ Black trouser/skirt</li> <li>▪ Bowtie</li> <li>▪ Half coat</li> <li>▪ Waiter's cloth</li> </ul> <p>1.3.3. Environmental hygiene</p> <ul style="list-style-type: none"> <li>▪ Cleaning the bar</li> <li>▪ Cleaning work surfaces</li> </ul> <p>1.4. Conservation of resources</p> <ul style="list-style-type: none"> <li>▪ Fuel</li> <li>▪ Water</li> <li>▪ Energy</li> <li>▪ Food commodities</li> <li>▪ Time.</li> </ul> <p>1.5. Cleaning procedures</p>	

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> <li>▪ Dusting</li> <li>▪ Sweeping</li> <li>▪ Mopping</li> <li>▪ Wiping bar surfaces</li> </ul> <p>1.6. Bar stock taking (opening stock)</p> <p>1.6.1. Details in the checklist</p> <ul style="list-style-type: none"> <li>▪ Number of drinks</li> <li>▪ Bin number</li> <li>▪ Opening stock</li> <li>▪ Received stock</li> <li>▪ Total stock</li> <li>▪ Consumption</li> <li>▪ Price per visit.</li> </ul> <p>1.6.2. Bar records</p> <ul style="list-style-type: none"> <li>• Daily consumption sheet</li> <li>• Bin card</li> <li>• Order book</li> <li>• Good returned book</li> <li>• Good inwards book</li> <li>• Cellar ledger</li> <li>• Requisition book</li> <li>• Ullage book</li> <li>• Off-sales book</li> <li>• Transfer book</li> </ul> <p>1.7. Bar tools and equipment</p> <p>1.7.1. Assorted bar glasses</p> <ul style="list-style-type: none"> <li>▪ White wine glass</li> <li>▪ Red wine glass</li> <li>▪ Tulip</li> <li>▪ Champagne saucer</li> <li>▪ Sherry glass</li> <li>▪ Beer glass</li> <li>▪ Tumbler</li> <li>▪ Cocktail glass</li> <li>▪ Paris goblet.</li> <li>▪ Elgin.</li> </ul> <p>1.7.2. Large equipment</p> <ul style="list-style-type: none"> <li>▪ Fridge</li> <li>▪ Ice makers</li> <li>▪ Ice cream maker.</li> </ul>	

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> <li>▪ Ice bucket.</li> </ul> <p>1.7.3. Small equipment</p> <ul style="list-style-type: none"> <li>▪ Bar spoon</li> <li>▪ Mixing glasses</li> <li>▪ Boston shakers,</li> <li>▪ Wine opener</li> <li>▪ Wine basket</li> <li>▪ Wine bucket</li> <li>▪ Hawthorn strainer</li> <li>▪ Tot measure.</li> <li>▪ Strainers.</li> <li>▪ Tongs.</li> <li>▪ Funnel.</li> <li>▪ Decanter</li> <li>▪ Candle.</li> <li>▪ Carafe.</li> <li>▪ Coasters.</li> <li>▪ Openers.</li> <li>▪ Mixing glass.</li> <li>▪ Chopping board and knife</li> </ul> <p>1.7.3. Factors to consider when purchasing bar equipment.</p> <p>1.7.4. Use, care and maintenance of bar equipment</p> <p>1.8. Bar supplies stocking.</p> <ul style="list-style-type: none"> <li>▪ Fruits</li> <li>▪ Vegetables</li> <li>▪ Herbs</li> <li>▪ Spices</li> <li>▪ Condiments.</li> <li>▪ Sugars.</li> <li>▪ Straw.</li> <li>▪ Cocktail sticks</li> <li>▪ Serviettes</li> <li>▪ Doilies.</li> <li>▪ Eggs</li> <li>▪ Ice cubes</li> <li>▪ Beverages</li> <li>▪ Jelly crystals</li> <li>▪ Food colours.</li> </ul>	

<p>2. Prepare and serve non-alcoholic and alcoholic beverages</p>	<p>2. 1Classification of non-alcoholic beverages</p> <p>2.1.1 Dispense bar beverages</p> <ul style="list-style-type: none"> <li>▪ Aerated waters</li> <li>▪ Natural juices</li> <li>▪ Squashes</li> <li>▪ Syrup</li> <li>▪ Natural spring waters.</li> <li>▪ Smoothie</li> <li>▪ Milkshake</li> </ul> <p>2.1.2 Stillroom beverages</p> <ul style="list-style-type: none"> <li>▪ Types of stillroom beverages <ul style="list-style-type: none"> <li>• Tea</li> <li>• Coffee</li> </ul> </li> </ul> <p>2.1.3 Wine and drink list</p> <ul style="list-style-type: none"> <li>• Prepare and design soft drink menu</li> </ul> <p>2.1.4 Taking beverage orders</p> <ul style="list-style-type: none"> <li>• Duplicate</li> <li>• Triplicate</li> <li>• Pre-ordered</li> <li>• Service with order</li> </ul> <p>2. 2Ingredients for preparing non-alcoholic beverages.</p> <ul style="list-style-type: none"> <li>▪ Fruits</li> <li>▪ Vegetables</li> <li>▪ Herbs</li> <li>▪ Spices</li> <li>▪ Condiments.</li> <li>▪ Sugars.</li> <li>▪ Straw.</li> <li>▪ Jelly crystals</li> <li>▪ Food colours.</li> <li>▪ Cocktail sticks</li> <li>▪ Serviettes</li> <li>▪ Doilies.</li> <li>▪ Eggs</li> <li>▪ Ice cubes</li> <li>▪ Beverages</li> </ul> <p>2. 3Quality inspection of ingredients for non-alcoholic beverages.</p> <ul style="list-style-type: none"> <li>▪ Freshness</li> <li>▪ Expiration date</li> <li>▪ Smell and appearance.</li> <li>▪ Check damaged and leaking seals</li> </ul> <p>2. 4Prepare of beverages.</p> <p>1.4.1 Preparation of non-alcoholic beverages</p> <p>1.4.2 Methods of preparing non-alcoholic beverages</p>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Portfolio of evidence</li> <li>• Third party reports</li> <li>• Oral test</li> <li>• Written texts</li> </ul>
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<p>3. Present cigars</p>	<p>3.1 Definition of terms</p> <ul style="list-style-type: none"> <li>• Cigar</li> <li>• Cigar menu</li> </ul> <p>3.2 Types of cigars</p> <ul style="list-style-type: none"> <li>• Corona</li> <li>• Cigarillo</li> <li>• Lonsdale</li> <li>• Churchill</li> </ul> <p>3.3 Cigar service tools</p> <ul style="list-style-type: none"> <li>• Cigar cutter</li> <li>• Lighter</li> <li>• Ashtray</li> </ul> <p>3.4 Presentation and service of cigar</p> <p>3.5 Billing and handling payments</p> <p>3.5.1 Billing methods</p> <ul style="list-style-type: none"> <li>▪ Separate bill,</li> <li>▪ Pre-paid,</li> <li>▪ Voucher,</li> <li>▪ Bill as check,</li> <li>▪ No charge,</li> <li>▪ Deferred account</li> </ul> <p>3.5.2 Methods of payments</p> <ul style="list-style-type: none"> <li>▪ Cash,</li> <li>▪ Card,</li> <li>▪ Cheque,</li> <li>▪ Voucher</li> </ul> <p>3.6 Clearance</p> <p>Clearance of ash trays</p>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Portfolio of evidence</li> <li>• Third party reports</li> <li>• Oral test</li> <li>• Written texts</li> </ul>
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Learning Outcome	Content	Suggested Assessment Methods
4. Carry out bar closing activities	<p>4.1 Bar closing procedures</p> <p>4.1.1 Bar closing stock</p> <ul style="list-style-type: none"> <li>▪ Details in the checklist <ul style="list-style-type: none"> <li>• Number of drinks</li> <li>• Bin number</li> <li>• Closing stock</li> <li>• Received stock</li> <li>• Inventory usage. <ul style="list-style-type: none"> <li>▪ Total stock.</li> <li>▪ Stock level</li> <li>▪ Consumption</li> <li>▪ Waste and spoilage</li> <li>▪ Restock needed</li> </ul> </li> </ul> </li> </ul> <p>4.2 Sales reconciliation</p> <ul style="list-style-type: none"> <li>▪ Reconciliation of bills</li> <li>▪ Sales summary report. <ul style="list-style-type: none"> <li>• Details <ul style="list-style-type: none"> <li>▪ Sales mix</li> <li>▪ Total sales</li> <li>▪ Payment breakdown</li> </ul> </li> </ul> </li> </ul> <p>4.3 Cleaning of bar equipment and tools</p> <p>4.4 Cleaning bar surfaces</p> <p>4.5 Waste disposal</p> <p>4.5.1 Types of waste</p> <ul style="list-style-type: none"> <li>• Bio-degradable</li> <li>• Non-degradable</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Portfolio of evidence</li> <li>• Third party reports</li> <li>• Oral test</li> <li>• Written texts</li> </ul>

### Suggested Methods of delivery

- Demonstration
- Group discussions
- Direct instructions
- Practical
- Project

## RECOMMENDED RESOURCES FOR 25 TRAINEES

NO.	ITEM	QUANTITY	Recommended Ratio (Item: Trainee)
1.	Theory room	1	1:25
2.	Laptop	2	2:13
3	Stable and reliable Internet at least 200mps		
4	Projector	1	1:5
5.	Flash cards	5 assorted colours	1:25
6	White board	1	1:5
7.	Flip charts	rolls	1:5
8.	White board markers	5 Assorted colours	1:25
9.	Stationery	Printing paper, manilla papers, pens, tapes, rulers, stickers, toner and ink cartridges	
10.	A fully equipped operational restaurant and a bar		
11.	Assorted beverages		

### Equipment

	Item	Quantities	Recommended Ratio (Item: Trainee)
1.	Salver	12	1:3
2.	Boston shaker	12	1:3
3.	Cocktail shaker	12	1:3
4.	Mixing glasses	12	1:3
5.	Assorted glasses	100	1:4
6.	Bar spoons	12	1:3
7.	Cutting board	12	1:3
8.	Refrigerators	2	1:13
9.	Ice maker	2	1:13
10	Ice bucket & tongs	5	1:5
11	Wine stands	5	1:5
12	Wine baskets	5	1:5
13	Wine buckets	5	1:5
14	Cock screw opener	5	1:5
15	Coasters	15	1:2

	<b>Item</b>	<b>Quantities</b>	<b>Recommended Ratio (Item: Trainee)</b>
16	Bottle opener	12	1:3
17	Tot measure	10	1:3
18	Beer pourers	10	13
19	Side plates	12	1:3
20	Small glass bowls	12	1:3
21	Knives	12	1:3

### **Cleaning materials**

<b>NO</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>Recommended Ratio (Item: Trainee)</b>
1.	Detergent	400 litres	1:15
2.	Bar soap	25 bars	1:1
3.	Scouring pads	12	1:2
4.	Steel wool	5	1:5
5.	Window cleaner	5	1:5
6.	Yellow dusters	5	1:5
7.	Sanitizers	5	1:5
8.	Wipes	5	1:5
9.	Cleaning cloths	5	1:5

### **Cleaning equipment**

<b>NO.</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>Recommended Ratio (Item: Trainee)</b>
1.	Cobweb removers	5	1:5
2.	Soft brush	5	1:5
3.	Dustpan & brush	5	1:5
4.	Mops	5	1:5
5.	Mop buckets	5	1:5
6.	Hard brushes	5	1:5
7.	Squeezers	5	1:5
8.	Large dustbins	5	1:5

### Safety equipment

<b>NO</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>Recommended Ratio (Item: Trainee)</b>
1.	Assorted Fire extinguishers	5	1:5
2.	Fire blankets	2	1:13
3.	Complete first aid kits	2	1:13

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