

## PERFORM BAR KEEPING OPERATIONS

**UNIT CODE: 1013 551 14A**

**TVET CDACC UNIT CODE: HOS/OS/FBS/CR/01/4/MA**

### UNIT DESCRIPTION:

This unit describes competencies required to perform bar keeping operations. It involves Carry out bar-opening operations, serve alcoholic and non-alcoholic beverages, prepare cocktails and mock tails beverages, carry out cigar service, and carry out bar closing operations.

The unit is applicable in the hospitality industry

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p> <p>1. Perform bar-opening duties.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><i>Bold and italicized terms are elaborated in the Range</i></p> <p>1.1 Food and beverage PPEs are donned as per work requirement.</p> <p>1.2 Bar surfaces are cleaned as per cleaning procedure.</p> <p>1.3 Bar display and work area are set up as per bar service style.</p> <p>1.4 Bar opening stock is taken as per work procedure.</p> <p>1.5 <b>Bar tools and equipment</b> are selected, assembled and cleaned as per work procedure.</p> <p>1.6 Bar tools and equipment are checked as per work procedure.</p> <p>1.7 <b>Bar supplies</b> are selected and assembled as per work procedure.</p>
<p>2. Prepare and serve alcoholic and non-alcoholic beverages</p>	<p>2.1 Guests are welcomed as per service procedure</p> <p>2.2 <b>Beverage list</b> is presented as per the service procedure.</p> <p>2.3 Beverage order is taken as per service procedure.</p> <p>2.4 Beverage service equipment is assembled as per beverage order.</p> <p>2.5 Beverage is presented as per service procedure.</p> <p>2.6 Beverage service equipment is cleared as per service procedure.</p>

3. Carry out cigar service.	3.1 Cigar list is presented as per service procedure. 3.2 Cigar order taken as per service procedure. 3.3 Cigar service equipment is assembled as per service procedure. 3.4 Cigar is served as per service procedure. 3.5 Guest bill is presented as per work procedure. 3.6 Table clearance is done as per service procedure.
4. Carry out bar closing operations.	4.1 Bar surfaces and equipment are cleaned as per cleaning procedure. 4.2 Bar sales summary sheet is prepared as per service procedure 4.3 Restocking of bar beverages is carried out as per workplace procedure. 4.4 Bar waste is disposed as per work place policy

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

<b>Variable</b>	<b>Range</b>
1. <b>Bar tools and equipment:</b> may include but not limited to;	<ul style="list-style-type: none"> <li>• Shakers</li> <li>• Chopping Boards</li> <li>• Liquidizer</li> <li>• Muddler</li> <li>• Tot Measurer</li> <li>• Glasses</li> <li>• Bar Knives</li> <li>• Corkscrew</li> <li>• Assorted glasses</li> <li>• Wine basket</li> <li>• Opener</li> <li>• Wine bucket</li> </ul>

	<ul style="list-style-type: none"> <li>• Ice bucket</li> <li>• Ice maker</li> <li>• Ice crusher</li> <li>• Refrigerator</li> <li>• Bar spoon</li> <li>• Decanter</li> <li>• Mixing glass</li> <li>• Hawthorn strainer</li> <li>• Coaster.</li> </ul>
2. <b>Bar supplies:</b> may include but not limited to;	<ul style="list-style-type: none"> <li>• Fruits</li> <li>• Vegetables</li> <li>• Herbs</li> <li>• Spices</li> <li>• Beverages</li> <li>• Eggs</li> <li>• Ice cubes</li> <li>• Ice cubes</li> <li>• Napkins</li> <li>• Straws</li> <li>• Bar towels</li> </ul>
3. <b>Beverage list</b> may include but not limited to:	<ul style="list-style-type: none"> <li>• Beer list</li> <li>• Coffee list</li> <li>• Cocktail list</li> <li>• Mock tail list</li> <li>• Wine list</li> <li>• Soft drink list</li> </ul>

## REQUIRED KNOWLEDGE AND SKILLS

This section describes the knowledge and skills required for this unit of competency.

### **Required knowledge**

The individual needs to demonstrate knowledge of:

- Bar operations
- Property management
- Basic service techniques
- Hygiene and sanitation
- Principles of management
- Safety rules.
- Catering law

### **Required skills**

The individual needs to demonstrate the following skills:

- Food and beverage Service
- Time management
- Interpersonal
- Analytical
- Leadership
- Listening
- Communication
- Report writing
- Sales techniques
- Critical thinking
- Information Technology (IT)
- Customer care

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## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Donned food and beverage ppes as per work requirement. 1.2 Cleaned bar surfaces as per cleaning procedure. 1.3 Set up bar display and work area as per bar service style. 1.4 Took bar opening stock as per work procedure. 1.5 Selected, assembled and cleaned as bar tools and equipment per work procedure. 1.6 Selected and assembled bar supplies as per work procedure. 1.7 Welcomed guests are per service procedure 1.8 Presented beverage list as per the service procedure. 1.9 Took beverage order as per service procedure. 1.10 Assembled beverage service equipment as per beverage order. 1.11 Presented beverage as per service procedure. 1.12 Cleared beverage service equipment as per service procedure. 1.13 Presented cigar list as per service procedure. 1.14 Took cigar order as per service procedure. 1.15 Served cigar as per service procedure. 1.16 Presented guest bill as per work procedure. 1.17 Prepared bar sales summary sheet as per service procedure 1.18 Disposed bar waste as per work place policy
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Resource implications	<p>The following resources should be provided:</p> <p>2.4 Appropriately simulated environment where assessment can take place</p> <p>2.5 Access to relevant work environment</p> <p>2.6 Resources relevant to the proposed activities or tasks</p>
Methods of assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Practical</p> <p>3.2 Third party reports</p> <p>3.3 Portfolio of evidence</p> <p>3.4 Written test</p> <p>3.5 Oral test.</p>
Context of assessment	<p>4.3. This competency may be assessed in a training institution, workplace or a simulated workplace.</p>
Guidance information for assessment	<p>5.3. Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.</p>