

Barback Job Description

A comprehensive job description template
for Australian bars and hospitality venues

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and hospitality industry practices at the time of publication. You should review and tailor this template to suit your business, venue type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Barback / Bar Support / Bar Assistant

1.2 Position Summary

The Barback is responsible for supporting bartenders and ensuring the bar operates smoothly during service. This role involves restocking bar supplies, managing glassware, maintaining cleanliness, preparing garnishes, changing kegs and performing cellar work. The position is essential to efficient bar service during peak trading periods.

This is a physically demanding entry-level position that provides valuable experience in bar operations and often serves as a pathway to bartending roles. The role requires physical fitness, reliability, speed and the ability to work effectively as part of a busy bar team.

1.3 Reporting Structure

This position reports to:

- Bar Manager / Venue Manager
- Head Bartender / Bar Supervisor (during service)
- Duty Manager

1.4 Employment Type

This position is available as:

- Casual (variable hours based on trading patterns)
- Part-time (regular rostered hours)
- Full-time (38 hours per week, subject to venue needs)

2. Key Responsibilities

2.1 Bar Restocking and Supply Management

- Ensure beer, wine, spirits and mixers are fully stocked throughout service
- Monitor stock levels and replenish before items run out
- Retrieve stock from cellar and storage areas promptly
- Replace empty bottles and cans in fridges and display areas
- Maintain adequate levels of soft drinks, juices and garnishes
- Notify bartenders and management when stock is running low

2.2 Glassware Management

- Collect used glassware from the bar and customer areas

- Load and operate glass washing equipment
- Polish glassware to venue standards
- Restock clean glassware to bar stations
- Ensure adequate supply of all glass types during busy periods
- Handle glassware safely to prevent breakage
- Remove and dispose of chipped or damaged glasses

2.3 Cleaning and Maintenance

- Keep bar tops, counters and work surfaces clean and organized
- Wipe down fridges, shelves and storage areas
- Sweep and mop bar floors regularly throughout service
- Empty bins and replace bin liners
- Clean spills immediately to prevent hazards
- Maintain cleanliness of bar equipment and sinks
- Assist with end-of-shift deep cleaning

2.4 Ice and Garnish Preparation

- Fill and maintain ice wells throughout service
- Transport ice from ice machines to bar stations
- Prepare fresh garnishes (lemon, lime, orange, fruit)
- Cut, slice and prepare garnish containers
- Restock cocktail ingredients (syrops, bitters, garnishes)
- Maintain garnish stations to venue standards

2.5 Cellar and Keg Management

- Change beer kegs when required
- Connect kegs correctly to tap systems
- Organize cellar and cool room stock
- Rotate stock following FIFO (first in, first out) principles
- Monitor and report on cellar temperatures
- Assist with stock deliveries and storage
- Report equipment issues or line problems

2.6 Bartender Support

- Anticipate bartender needs during busy periods
- Retrieve specific bottles or products quickly
- Assist with carrying items and restocking
- Communicate clearly about stock levels and needs

- Support bar team efficiency and service flow

2.7 Compliance and Safety

- Follow responsible service of alcohol (RSA) principles
- Maintain personal hygiene standards
- Use cleaning chemicals safely according to instructions
- Report hazards, spills and maintenance issues immediately
- Follow workplace health and safety procedures
- Use correct lifting techniques when handling heavy items

3. Required Skills and Attributes

3.1 Essential Skills

Physical Stamina

Ability to lift 20kg+ (kegs, boxes of bottles, ice). Stand and move constantly for shifts of 6-10 hours. Work at a fast pace during busy periods.

Speed and Efficiency

Work quickly during peak service times. Multitask effectively. Prioritize tasks to ensure bartenders always have what they need.

Organization

Maintain tidy stock areas and work spaces. Track inventory levels. Ensure everything is in its correct place for efficient service.

Teamwork

Work collaboratively with bartenders and bar team. Communicate clearly about stock and needs. Support team efficiency.

3.2 Personal Attributes

- Reliable and punctual for scheduled shifts
- High energy and positive attitude
- Attention to detail in cleanliness and restocking
- Ability to work under pressure during busy periods
- Willingness to take direction from bartenders and managers
- Professional appearance and personal presentation
- Flexibility with shifts including nights, weekends and public holidays
- Interest in learning about bar operations and products

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Responsible Service of Alcohol (RSA) certificate valid for the state/territory (if handling alcohol)
- Eligibility to work in Australia (citizenship, permanent residency or valid work visa)
- Physical fitness to perform manual handling and lifting tasks
- Availability to work evenings, nights, weekends and public holidays
- Minimum age 18 years (required for licensed venues)

4.2 Desirable Qualifications

- Previous experience in hospitality, bar or warehouse environments
- Food handling or food safety certificate
- First aid certificate
- Knowledge of bar products (beer, wine, spirits brands)
- Certificate III in Hospitality or bar operations training

4.3 Experience

This is an entry-level position. No previous bar experience is required. Training will be provided for suitable candidates who demonstrate physical capability, reliability and a strong work ethic.

5. Working Conditions

5.1 Hours of Work

- Predominantly evening and night shifts (typically 4pm-3am)
- Regular work on Friday, Saturday and Sunday
- Public holiday shifts are common
- Shift lengths typically range from 4 to 10 hours
- Roster provided in advance as per award requirements

5.2 Physical Requirements

- Frequent lifting and carrying of heavy items (20kg+ kegs, boxes, crates)
- Constant standing, walking and movement throughout entire shifts
- Working in confined spaces (behind bars, in cellars and cool rooms)
- Bending, reaching, stretching and climbing (stairs to cellars)
- Working at high speed during peak periods
- Exposure to cold temperatures (cool rooms, kegs, ice)

5.3 Work Environment

- Licensed bar, pub, nightclub or hospitality venue
- High-energy, fast-paced environment during peak trading

- Loud music and noise levels
- Working in close proximity to bartenders and other staff
- Exposure to alcohol and potential intoxicated patrons
- May include outdoor bar areas

5.4 Uniform and Presentation

- All-black clothing (or uniform provided by venue)
- Closed-toe, non-slip, sturdy footwear (essential for safety)
- Neat and tidy personal appearance
- Minimal jewellery for safety reasons
- Hair tied back if long

6. Award Information

6.1 Modern Award Coverage

This position is typically covered by the Hospitality Industry (General) Award 2020 (MA000009) for bars, pubs and hotels, or the Restaurant Industry Award 2020 (MA000119) for restaurant-style bars. Licensed clubs fall under the Registered and Licensed Clubs Award 2020.

The applicable award sets minimum pay rates, penalty rates, allowances and conditions. Employers must ensure the correct award applies to their business type and that employees are paid correctly.

6.2 Classification Level

Barbacks are typically classified at entry levels:

- Level 1: Entry-level employees with no previous experience
- Level 2: Employees with relevant experience who can work independently

The specific classification level will be determined based on experience, duties performed and the applicable award.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: Enhanced rates apply
- Sunday: Premium rates apply
- Public holidays: Premium rates apply
- Late night shifts: Allowances may apply for work after midnight

Casual employees receive a casual loading instead of leave entitlements. Refer to the applicable modern award for current rates.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time for scheduled shifts, ready to work
- Notify management of absence or lateness as soon as possible
- Treat all colleagues, managers and patrons with respect
- Follow all venue policies and procedures
- Maintain confidentiality regarding business operations
- Represent the venue positively at all times

7.2 Work Standards

- Maintain high standards of cleanliness and organization
- Work efficiently and prioritize tasks effectively
- Anticipate needs and act proactively
- Follow RSA principles and venue alcohol service policies
- Report stock issues, equipment problems and hazards immediately
- Complete tasks thoroughly without cutting corners

7.3 Teamwork Expectations

- Support bartenders and bar team during busy periods
- Communicate clearly and effectively with all team members
- Take direction from bartenders and supervisors
- Assist colleagues when needed
- Participate positively in team meetings and briefings
- Accept feedback constructively and make improvements

7.4 Safety and Compliance

- Use correct manual handling techniques when lifting
- Follow safety procedures for operating equipment
- Use cleaning chemicals according to safety instructions
- Wear appropriate footwear and protective equipment
- Report injuries, incidents and hazards immediately
- Comply with all workplace health and safety requirements

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Brief cover letter outlining availability and relevant experience
- Copy of valid RSA certificate (if applicable)
- Contact details for two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone or video interview
- In-person interview at the venue
- Trial shift (paid) to assess physical capability and suitability
- Reference checks

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. The role does require specific physical capabilities due to the nature of the work.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____