

Reference No.

SELF-ASSESSMENT GUIDE

Qualification	BARTENDING NC II		
Unit of Competency :	CLEAN BAR AREAS		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Clean bar surface, tools and equipment			
• Check working condition of equipments in accordance with manufacturer's manual and instructions			
• Check conditions of utensils and glassware for dirt and damages			
• Dispose broken, cracked items and other waste safely in accordance with environmental considerations			
• Prepare reports in accordance with establishments policy procedures			
• Accomplish "Closing up" procedures of glassware and other equipment based on industry and/or enterprise standards.			
• Clean and maintain identified public areas in accordance with industry and/or enterprise standards			
• Remove empty and unwanted glasses on a regular basis with minimum disruption to customers			
• Clean tables and service counter hygienically in accordance with enterprise requirements and standards*			
• Maintain adherence to customer service in accordance with industry and/or enterprise standards			
• Perform bar cleaning procedures and workplace operations, safety and hygienic practices*			
• Use appropriate cleaning equipment and chemicals*			
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.			
Candidate's Name and Signature:		Date:	

Reference. No.																		
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SELF-ASSESSMENT GUIDE

Qualification :	BARTENDING NC II		
Unit of Competency :	OPERATE BAR		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • Identify basic parts of the bar according to service operations requirements* 			
<ul style="list-style-type: none"> • Set up bar display and work area in accordance with industry and/or enterprise requirements and bar service style* 			
<ul style="list-style-type: none"> • Check and re-stock bar products and materials in accordance with industry and or enterprise policy and procedures* 			
<ul style="list-style-type: none"> • Store all obtained items in accordance with established storing procedures and techniques* 			
<ul style="list-style-type: none"> • Prepare suitable kinds of decorations, coasters, edible and non edible garnishes in accordance with industry and/or enterprise requirements* 			
<ul style="list-style-type: none"> • Prepare appropriate ice supplies in accordance with the establishment volume requirement for a day's operation* 			
<ul style="list-style-type: none"> • Check necessary bar tools, equipment and utensils ready for service operation* 			
<ul style="list-style-type: none"> • Check product and brand preference with the customer courteously 			
<ul style="list-style-type: none"> • Recommend selection of drinks politely to customers whenever necessary in accordance with enterprise policy and procedures 			
<ul style="list-style-type: none"> • Identify specific customer preferences in accordance with orders taken 			
<ul style="list-style-type: none"> • Recap customer's order promptly in accordance with establishment service standard policy* 			

<ul style="list-style-type: none"> • Serve ordered drinks promptly and courteously in accordance with customer preferences using required glassware and garnishes * 		
<ul style="list-style-type: none"> • Serve alcoholic and non-alcoholic beverages according to customer preferences* 		
<ul style="list-style-type: none"> • Avoid waste and spillage* 		
<ul style="list-style-type: none"> • Check beverage quality during service and corrections are made if necessary* 		
<ul style="list-style-type: none"> • Report beverage and service issues promptly to the appropriate person in accordance with industry and/or enterprise policy* 		
<ul style="list-style-type: none"> • Appropriate drinks are served using service tray in accordance with establishment procedures * 		
<ul style="list-style-type: none"> • Observe proper handling of glassware at all times* 		
<ul style="list-style-type: none"> • Attend to any unexpected situations promptly and safely in accordance with industry and/or enterprise policy 		
<ul style="list-style-type: none"> • Practice responsible service of alcohol in accordance with relevant legislations and licensing requirements* 		
<ul style="list-style-type: none"> • Identify behavioral warning signs of intoxication are recognized and monitored* 		
<ul style="list-style-type: none"> • Deal with intoxicated person courteously and promptly in accordance with the enterprise service policy and guidelines* 		
<ul style="list-style-type: none"> • Refuse intoxicated customers service of alcoholic beverage in a diplomatic and suitable manner* 		
<ul style="list-style-type: none"> • Record intoxicated customer misdemeanor in appropriate record book for future guest service reference* 		
<ul style="list-style-type: none"> • Perform opening and ending inventory according to establishment prescribed form and operation procedures* 		
<ul style="list-style-type: none"> • Check and take order slip according to establishment operating policy 		
<ul style="list-style-type: none"> • Record order count in accordance with the establishment standard form and policy* 		
<ul style="list-style-type: none"> • Use appropriate control system forms when necessary* 		
<ul style="list-style-type: none"> • Maintain proper par stock level at all times* 		
<ul style="list-style-type: none"> • Perform replenishment of consumed items* 		
<ul style="list-style-type: none"> • Remove and clean beverage display are keep and set up of bar area in accordance with industry and/or enterprise procedures* 		
<ul style="list-style-type: none"> • Hygienically stored left over garnishes suitable for next day operations at recommended temperature* 		
<ul style="list-style-type: none"> • Keep properly materials, tools and glasses in suitable cabinets* 		

<ul style="list-style-type: none"> • Shut down, when appropriate, equipment in accordance with establishment safety procedures and manufacturer's instructions* 		
<ul style="list-style-type: none"> • Turnover of bar operations to the next shift is done in accordance with enterprise procedures* 		
<ul style="list-style-type: none"> • Record properly bar service concerns and issues in the establishment communication logbook for information and appropriate action* 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Signature:</p>	<p>Date:</p>	

Reference. No.

SELF-ASSESSMENT GUIDE

Qualification	BARTENDING NC II		
Unit of Competency:	PREPARE AND MIX COCKTAILS AND NON-ALCOHOLIC CONCOCTIONS		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Determine classification of alcoholic beverages according to ingredients used, process and characteristics*			
• Identify non-alcoholic beverages and mixers uses as modifiers in accordance with the flavoring ingredients and process forms*			
• Identify different types of bar tools and equipment used in accordance with manufacturer's manual and instruction*			
• Identify and handle different types of glasses in accordance with enterprise standard and sanitary practices*			
• Use appropriate type of ice to every mixing procedure being used			
• Prepare and use necessary garnish, edible and non-edible fruits and vegetables based on cocktail presentation*			
• Identify different category of cocktails according to international standard			
• Mix cocktail recipes using appropriate method and established international standard within the required time frame and customer reference*			
• Utilize appropriate product substitutes for out of stock liquor ingredients based on appropriate product standard			
• Clean and maintain glasses, bar tools and equipment*			
• Identify non-alcoholic beverages in accordance with industry standard classification			
• Identify modifiers in flavored syrups and other forms in accordance with ingredients used and process			

<ul style="list-style-type: none"> • Determine and prepare edible fruits and vegetables used in mixing non-alcoholic cocktails according to enterprise standards* 		
<ul style="list-style-type: none"> • Prepare ingredients, equipment and tools prior to service* 		
<ul style="list-style-type: none"> • Identify properly appropriate name and style of non-alcoholic drinks according to customer request 		
<ul style="list-style-type: none"> • Select and mix correct ingredients in accordance with enterprise service practice* 		
<ul style="list-style-type: none"> • Use attractive correct glasses and garnish 		
<ul style="list-style-type: none"> • Observe occupational health and sanitary practices in mixing drinks according to enterprise operating procedures* 		
<ul style="list-style-type: none"> • Use and clean bar tools immediately after using in accordance with industry and/or enterprise safety and sanitary procedures* 		
<ul style="list-style-type: none"> • Use equipment and machineries in accordance with manufacturer's specifications and hygiene/safety requirements* 		
<ul style="list-style-type: none"> • Identify problems promptly, reported to and acted upon immediately 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Name and Signature:</p>	<p>Date:</p>	

Reference. No.																				
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SELF-ASSESSMENT GUIDE

Qualification	BARTENDING NC II		
Unit of Competency:	PROVIDE BASIC WINE SERVICE		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Present wine list to customers in accordance with industry and/or enterprise established service procedures			
• Explain wine types, names, characteristics, origin and /or regions to guests*			
• Explain proper wine making process and storage to customer when necessary			
• Interpret properly appropriate labels and terminologies*			
• Assist customers in selecting wine according to his/her taste*			
• Recommend compatible wine and food combinations for special occasions based on customer’s preferences*			
• Recommend special/featured wines of the month in accordance with enterprise policy*			
• Prepare necessary order slip according to establishment’s procedures			
• Take out wine carefully from the cellar/storage			
• Present wine to customer according to established industry wine service procedures*			
• Set up appropriate glassware according to established industry service and hygienic practices*			
• Prepare appropriate wine service accessories*			

• Ask customer when to open the wine		
• Open wine bottle according to industry standard opening procedures*		
• Pour small amount of wine to the glass for guest's tasting and approval		
• Replace faulty wine with new one should the guest disapproved its taste		
• Apply multiple wine service sequence according to established industry service procedures, when necessary		
• Refill customer's glass when necessary		
• Inquire politely additional wine order from the host when needed		
• Clear use and empty glasses according to sanitary and safety procedures		
• Inspect cork for any faults		
• Examine wine for clarity and limpidity		
• Smell wine for any possible fault		
• Perform sensory evaluation of wine if necessary		
• Determine and report basic faults of wine		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Signature:	Date:	