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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			
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:	

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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	
• Set up and operate bar			
• Identify and set up bar products and materials			
• Set up and segregate different glasses and bar tools			
• Prepare suitable kinds of garnish presentation of cocktails, alcoholic and non-alcoholic drinks			
• Perform re-stocking procedure			
• Take drink order			
• Prepare and mix drinks			
• Check beverage quality and serve ordered drinks			
• Familiarize product and brand preference of customer			
• Apply suggestive selling technique			
• Minimize waste and spillage			
• Attend to unexpected situation			

• Deal with customer affected with alcohol		
• Dismantle/remove beverage display and set up bar area		
• Store leftover garnishes and keep materials, tools and glasses		
• Check and replenish stock		
• Maintain bar set up and stock for the next shift of service		
• Turn over bar operation to the next shift		
• Use appropriate glassware for drinks		
• Perform proper sanitation practices		
<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>		
Candidate's Signature:		Date:

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SELF-ASSESSMENT GUIDE

Qualification	BARTENDING NC II		
Unit of Competency:	PREPARE AND MIX COCKTAILS AND NON-ALCOHOLIC DRINKS		
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	
• Familiarize/classify and identify different cocktails, alcoholic and non-alcoholic beverages			
• Identify and select different types of bar tools and equipment			
• Prepare and mix wide range of cocktails, alcoholic and non-alcoholic drinks, including specialty drink concoction			
• Apply appropriate garnishes, mixing methods and procedures			
• Prepare and use necessary garnishes appropriate to mixing cocktail and non-alcoholic drinks			
• Distinguish the distinctive characteristics of alcoholic beverages and flavoring ingredients used in beverages			
• Use appropriate type of ice to every mixing procedure being used			
• Utilize appropriate product substitutes for out-of-stock liquor ingredients			
• Analyze service quality in preparing hot and cold mix drinks			
• Observe sanitation, occupational health and safety practices			
• Use necessary bar measurements and appropriate unit conversion			
• Familiarize different categories of cocktails			
• Operate different bar tools and mechanical equipment			
• Perform showmanship or flair-tending techniques			
• Clean and maintain glasses, bar tools and equipment			
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:	

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SELF-ASSESSMENT GUIDE

Qualification	BARTENDING NC II		
Unit of Competency:	PROVIDE 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 customer			
• Interpret and explain types of wine, wine labels and terminologies to guest			
• Recommend appropriate wine for special occasions based on customer's preference			
• Answer customer query about wine			
• Prepare order slip and take out wine from cellar/storage			
• Present wine to the customer			
• Prepare and set-up appropriate glassware and wine service accessories			
• Identify proper order of serving multiple type of wine			
• Open and serve wine to customer			
• Replace faulty wine			
• Perform sensory evaluation of wine			
• Refill customer glass when necessary			
• Check wine for fault			
• Report fault of wine			
• Clear used and empty glasses			
• Keep abreast on wine current trend and issue			
• Demonstrate cork troubleshooting			
• Observe sanitation, occupational and safety practices			
<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>			
Candidate's Signature:		Date:	

