

Reference No.

**SELF-ASSESSMENT GUIDE**

Qualification	<b>BARTENDING NC II</b>		
Unit of Competency :	<b>CLEAN BAR AREAS</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• 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.			
<b>Candidate's Name and Signature:</b>		<b>Date:</b>	

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### SELF-ASSESSMENT GUIDE

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

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

<ul style="list-style-type: none"> <li>• Shut down, when appropriate, equipment in accordance with establishment safety procedures and manufacturer's instructions*</li> </ul>		
<ul style="list-style-type: none"> <li>• Turnover of bar operations to the next shift is done in accordance with enterprise procedures*</li> </ul>		
<ul style="list-style-type: none"> <li>• Record properly bar service concerns and issues in the establishment communication logbook for information and appropriate action*</li> </ul>		
<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><b>Candidate's Signature:</b></p>	<p><b>Date:</b></p>	

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**SELF-ASSESSMENT GUIDE**

Qualification	<b>BARTENDING NC II</b>		
Unit of Competency:	<b>PREPARE AND MIX COCKTAILS AND NON-ALCOHOLIC CONCOCTIONS</b>		
<b>Instruction:</b>			
<ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• 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"> <li>Determine and prepare edible fruits and vegetables used in mixing non-alcoholic cocktails according to enterprise standards*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare ingredients, equipment and tools prior to service*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify properly appropriate name and style of non-alcoholic drinks according to customer request</li> </ul>		
<ul style="list-style-type: none"> <li>Select and mix correct ingredients in accordance with enterprise service practice*</li> </ul>		
<ul style="list-style-type: none"> <li>Use attractive correct glasses and garnish</li> </ul>		
<ul style="list-style-type: none"> <li>Observe occupational health and sanitary practices in mixing drinks according to enterprise operating procedures*</li> </ul>		
<ul style="list-style-type: none"> <li>Use and clean bar tools immediately after using in accordance with industry and/or enterprise safety and sanitary procedures*</li> </ul>		
<ul style="list-style-type: none"> <li>Use equipment and machineries in accordance with manufacturer's specifications and hygiene/safety requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify problems promptly, reported to and acted upon immediately</li> </ul>		
<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>		
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**SELF-ASSESSMENT GUIDE**

Qualification	<b>BARTENDING NC II</b>		
Unit of Competency:	<b>PROVIDE BASIC WINE SERVICE</b>		
<b>Instruction:</b>			
<ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• 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.		
<b>Candidate's Signature:</b>	<b>Date:</b>	