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### 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			
• Check conditions of utensils and glassware for dirt and damages			
• Clean and maintains identified public areas			
• Remove empty and unwanted glasses on a regular basis with minimum disruption to customers			
• Clean tables and service counter hygienically			
• Perform bar cleaning procedures and workplace operations, safety and hygienic practices			
• Use appropriate cleaning equipment and chemicals			
• Dispose garbage properly			
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>	

Reference. No.

**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>	
• Set up the bar display and work area			
• Check and re-stock bar products and materials			
• Identify and segregate bar products and materials			
• Store all obtained items in accordance with established storing procedures and techniques			
• Set up and segregate different glasses and bar tools			
• Prepare suitable kinds of garnish presentation for cocktails, alcoholic and non-alcoholic drinks , coasters, edible and guest supplies			
• Prepare appropriate ice supplies			
• Check necessary bar tools, equipment and utensils			
• Present drink list and recommends selection of drinks politely			
• Check product and brand preference with the customer courteously			
• Identify specific customer service preferences			
• Recap customer's order promptly			
• Take and write down drink orders in order slip			
• Perform proper pouring(into glass) and serving of beer			
• Prepare ordered drinks and serve			
• Perform proper technique and showmanship style in mixing			
• Use appropriate glassware and service accessories			
• Perform proper beverage service procedure			
• Minimize waste and spillage in preparing			
• Perform inventory procedure			

• Use appropriate control system forms when necessary		
• Perform replenishment of consumed items		
• Store left over garnishes properly		
• Keep materials, tools and glasses properly		
• Remove beverage display and set up of bar area		
• Keep all beverages in appropriate cabinets		
• Keep properly materials, tools and glasses in suitable cabinets		
• 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>		
<b>Candidate's Signature:</b>		<b>Date:</b>

Reference No.

**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>
• Identify and select different types of bar tools and equipment		
• Identify and select different types of glasses		
• Prepare necessary ingredients and garnishes		
• Prepare and mix range of cocktails, alcoholic and non-alcoholic drinks		
• Apply appropriate mixing methods and procedures		
• Use appropriate glass and service accessories to service to every mix drinks		
• Use necessary garnishes appropriate to each cocktail and non-alcoholic drinks		
• Use appropriate type of ice to every mixing procedure		
• Use properly the necessary bar tools and mechanical equipment		
• Clean glasses, bar tools and equipment after use		
• Clean working area after mixing		
• Observe sanitation, occupational health and safety practices		
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>	

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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			
• Recommend appropriate wines for special occasions based on customer's preference			
• Answer customer queries about wines			
• Prepare order slip and took out wine from cellar/storage			
• Present wine to the customers			
• Prepare and set-up appropriate glassware and wine service accessories			
• Demonstrate proper opening of wine			
• Pour small amount of wine to host for tasting			
• Demonstrate proper cork screw usage			
• Examine the cork			
• Demonstrate proper pouring of wines to customers			
• Refill customers' glass, when necessary			
• Clear used and empty glasses			
• Observe sanitation, occupational and safety practices			
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>	