Bartender 調酒員 **Contents** 目錄 1. Reporting for duty 值勤報到 1.2 Reporting for duty 上班報到 Finding your way 1.4 尋找方向 Grooming 1.6 儀容 Hygiene 1.8 衛生 Bartender's personal equipment 1.11 調酒員的裝備 1.12 Safety and security 安全及保險 Using the telephone 1.15 使用電話 2. Identifying different parts of the bar, equipment, tools and glass ware 認識酒吧的不同部分、設備、用具及玻 璃器皿 2.2 Different parts of the bar 酒吧的不同部份 Bar equipment 2.5 各種的酒吧設備 Tools 2.7 用具

	Typical bar glassware 典型酒吧酒杯清單	2.20
3.	Cleaning and maintaining the bar 酒吧的清潔及保養	
	Cleaning equipment 清潔設備	3.2
	Cleaning the floors 清潔地面	3.4
	Cleaning furniture and fittings 清潔傢俬 / 裝置	3.6
	Using glasswasher 如何使用洗杯機	3.8
	Cleaning draught beer system 清洗生啤機系統	3.9
	Weekly bar cleaning duties 每週清潔酒吧的任務	3.10
	Related cleaning knowledge 清潔的相關知識	3.11
	Polishing silver, cutlery, glasses and crockery 擦亮銀器、餐具酒杯瓷器	3.13
4.	Operating and managing the bar 酒吧操作及管理	
	Setting up the bar 酒吧的擺設	4.2
	Controlling inventory 貨物的控制	4.4
	Cost control 成本控制	4.6
	Storing food and beverage products 食品與飲品的存放	4.8
	Alcohol service policy 酒精飲品服務守則	4.10

	Closing bar operation 酒吧打烊後	4.12
5.	Bar terminologies 酒吧術語	
6.	Alcoholic beverages 酒精飲料	
	Definition of alcoholic beverage 酒精飲料的定義	6.2
	Fermented wines 釀造酒	6.4
	Wine and food 葡萄酒與食物的配搭	6.13
	Beer 啤酒	6.14
	Cider and Perry 蘋果酒和梨酒	6.16
	Distillates 蒸餾酒	6.18
	Compound spirits 混合烈酒	6.23
7.	Non-alcoholic beverages 不含酒精飲料	
8.	Preparing and serving alcoholic beverages 準備及供應酒精飲料	
	Popular garnishes 常用的裝飾材料	8.2
	Drinks preparation techniques 準備飲品的技巧	8.6

	Types of cocktails 雞尾酒的類型	8.17
	Serving alcoholic beverages 提供酒精飲料	8.20
	Preparing and serving non-alcoholic beverages 準備及供應不含酒精飲料	
	Steps of serving mineral and aerated water 礦泉水及碳酸水	9.2
	Steps of serving juices and soft drinks 果汁和汽水	9.3
	Steps of serving squashes and syrups 雜飲	9.4
	Steps of serving tea and coffee 茶及咖啡	9.5
10.	Cocktail Recipes 雞尾酒配方	
	Non-alcoholic cocktails 不含酒精類飲料	10.2
	Alcoholic cocktails 含酒精類飲料	10.6
11.	Welcoming and serving guests 迎接及款待賓客	
	Welcoming guests 迎賓	11.2
	Seating guests 侍客就座	11.2
	Taking order 落單	11.2
	Serving snacks 奉上小食	11.3

	Using a tray 使用托盤	11.3
	Changing ashtray 更換煙灰缸	11.4
12.	Presenting the bill 呈遞賬單	
	Making the bill 準備賬單	12.2
	Handling credit card payment 處理信用卡付款	12.4
	Methods of payment 付款方法	12.6
13.	Closing the bar 打烊	
	Cleaning 清潔	13.2
	Handling linens 布草的處理	13.3
	Turn off electrical equipment 關掉電器	13.4
	Preparation for next service 準備下一項服務	13.5