



Clare College  
Cambridge

## Job Description

Job Title:	Bar Supervisor
Hours of work:	37.5 hours per week (includes working weekends) during term time. Working hours out of term time will be in support of the Catering Operation.  Working Hours during Term Time:  Week One:  Tuesday 08.00 – 16.00, Wednesday 08.00 – 16.00, Thursday 15.00 – 23.30, Friday 15.00 – 23.30, Saturday 15.00 – 23.30.  Week Two:  Tuesday 08.00 – 16.00, Wednesday 08.00 – 16.00, Thursday 15.00 – 23.00, Friday 15.00 – 23.30, Saturday 15.00 – 23.30
Department:	Catering
Responsible to:	Front of House Manager. To provide a high level of bar and beverage services and maintaining standards within the bar, whilst partaking in an active role in the College and serving Fellows, Students, Staff, Conferences, Feasts and Weddings.
Purpose of Job:	To ensure the smooth and professional running of the College Student Bar as part of our successful catering team, through direct management of all staff and ensuring all staff under their control are fully conversant and trained in their role.
Salary:	£26,000 - £28,512 per annum, depending on experience
Annual Leave:	34 days per year (including bank holidays), annual leave must be taken out of term.
Other details:	Car parking (when available), College Pension, Meals on Duty, Healthcare Cash Plan, College Bonus Scheme. Breaks include a 30 minute lunch/dinner break and a 15 minute break depending on shift pattern. Annual Leave should be taken out of term time.

## Duties and Responsibilities:

### Main Responsibilities

- Managing student Bar Workers and rotas within the College Bar
- Responsible for stock ordering and stock control
- Managing the Bar and JCR Events bookings
- Budgetary responsibility for the bar
- Selling of alcohol in line with the College's Licence
- Keeping the bar clean and safe
- Supporting the Catering Department which involves serving and supporting College events throughout the year
- Maintaining good relationships with Fellows, Students, Staff, Alumni and Commercial clients

### Health & Safety

- The Bar Manager is responsible for ensuring that the Bar staff adhere to all Health & Safety legislation and policies that the College has in place

### Financial and Security

- To take responsibility for the attainment of financial performance.
- To maintain a high degree of security in all areas under their control and to inform management immediately of any shortfalls.
- To ensure that everything is secured after each shift and unnecessary electrics are turned off on leaving the bar area (lights etc)
- To be responsible for all financial procedures, this includes signing off time sheets and authorising payments through bursary for the bar workers
- To keep up to date with any changes in the purchase price of goods and adjust the selling prices accordingly after consulting the Front of House Manager.
- To be aware of any security flaws in the bar and report them to the management accordingly.
- To carry out monthly stock takes on all products

### Health and Hygiene

- To maintain a high standard of hygiene within the bar area.
- To check that all areas within the bar areas are kept in a clean and presentable state.
- To ensure that all hygiene schedules are completed, copies signed and filed in line with requirements
- To carry out and update Bar Risk Assessments, maintain records annually

### General

- Must be an excellent timekeeper
- To attend meetings when required
- Must be aware of and follow College policies

- Any reasonable requests made by the Front of House Manager or Catering Manager

Person specification

Education/Qualifications	Essential	Desirable
	Numerate and literate to GSE standard or equivalent	BIIAB Level 2 Award for Personal Licence Holders  Risk Assessor Qualified
Knowledge/Experience		
	Previous bar experience  Basic knowledge of COSHH and Health & Safety Knowledge	
IT skills	Ability to use an EPOS till Must be able to use Microsoft Excel and Word Must be able to send and receive emails	
Personal Qualities	Reliable and enthusiastic with prior experience in a customer facing role with a 'can do' attitude Ability to work well under pressure Able to work as part of a team but also work alone using your own initiative Good knowledge of drinks and market trends	
Physical/Special Requirements	Must be able to take delivery of stock and store correctly	