The job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

**JOB TITLE:** Bar Supervisor/Assistant Brewer

**DEPARTMENT/TEAM/LOCATION:** Catering Department

**REPORTS TO:**
- Bar Manager
- Assistant Catering Managers
- Ops Manger & The Manciple

**STAFF RESPONSIBLE FOR:**
- Assistant /Temporary Bar Staff

**MAIN PURPOSE OF THE JOB:**
The Bar supervisor is responsible for assisting the Bar Manager with the smooth and professional running of the College Bar(s).

- To assist the Bar Manager in running an efficient bar operation in accordance with agreed targets and budgets, maintaining the delivery of high customer service standards, and to ensure all liquor is sold in compliance with current licensing legislation.
- To liaise closely with other departmental heads ensuring the operational effectiveness and smooth running of functions, particularly those requiring a bar service.
- To deputise for the Bar Manager in his absence.

**KEY TASKS AND RESPONSIBILITIES:**

Assisting with the running of the College Bar(s), including:

- Working closely with the Bar Manager and the Manciple’s office on the delivery of a professional bar service for the students, Fellows, staff and guests of the College, including supervising the bar staff on duty.
- To work with the bar staff to maintain order in the Bar(s) and to immediately advise the Porter’s Lodge of any behaviour that is likely to cause disorder.
- To notify the Bar Manager of any shortcomings in operational, staffing or suppliers matters and to contribute towards their resolution.
- To assist with the management of Bar operations as follows:

**Brewery**
- To assist with the purchasing, production and processing of materials into craft beer.
• To ensure extreme cleanliness and professional standards of hygiene in the brew house
• To ensure minimum wastage
• To assist with the creation of original beers for seasonal occasions such as at Christmas and for the May Bumps

Cellar Management
• To assist with the management of the cellar, keeping the area in good order and ensuring stock levels are appropriate within space limitations. This will involve moving and changing beer barrels.
• To ensure the bar areas are kept well stocked, that drinks are dispensed to the required standard, to maintain proper measures and ensure minimum wastage, and meet all standards and policies relating to customer service are adhered to.

Stock Management
• To assist with the management of stock as agreed with the Bar Manager, and to ensure stock controls are met accurately.
• To ensure that all stock is used on a stock rotation basis and that prompt records are kept of any breakage or short deliveries are kept.
• To assist with accurate stocktakes that are undertaken on a regular basis.
• To keep accurate daily wastage and ullage reports.

Customer Service
• To serve drinks and food with a smile, collect glasses and maintain standards of cleanliness.
• To promote a high level of customer service and satisfaction to enable the bar to benefit from continuous customer loyalty.
• To work with the Catering and Conference departments to meet College and Event demands such as private parties, discos, weddings, drinks parties, beer tastings for example.
• To act at all times as an ambassador for Jesus College, and to treat all customers and colleagues in a professional manner.
• To build positive and mature relationships with the student body and their representatives, ensuring good communication and understanding of their needs and the needs of the College are not compromised

Marketing and Promotions
• To work with the Bar Manager to develop promotional plans and ensuring products are displayed, sold and promoted within these plans.
• To assist with the creation of and to host events in the College bars which might include live music, film screenings, sports fixtures, and competitions
• To respect the difference between the needs of the academic community and those of alumni, visitors and guests to the College

Finance
• To ensure the security of the premises and any cash on the premises.
• To ensure that accurate and comprehensive financial accounting and stock control methods are maintained and followed for the Bar(s).
To be responsible for the accurate reconciliation of cash register readings, and completion of all sessional daily and monthly paperwork.

To be aware of budgetary guidelines in order to achieve financial targets.

**Health and Safety**

- To ensure that the Bar(s) and associated areas are opened in accordance with the current licensing, food hygiene, health and safety and fire safety legislation. This will include keeping records as proof of such compliance.
- To ensure all equipment is safe to use and in working order. To ensure that all bar areas are kept in top condition.
- To maintain a high level of cleanliness with the use of lists, rotas, checks and monitoring for oversight by the Deputy Bar Manager.

**Staff Management**

- To assist with the supervision and work allocation of part-time bar staff in line with the College’s policies and budgets.
- To assist in the induction and training of assistant bar staff.
- To cover for the Bar Manager’s holidays, and other absences, when necessary, including training Bar staff, placing stock orders as directed and signing off rotas.
- To undertake relevant training as and when required.
- To carry out any other reasonable duties which arise due to the nature and character of the post, as directed by the Deputy Bar Manager, Ops Manager or Manciple.

**ADDITIONAL INFORMATION:**

**Salary:** Step 11 (£20,873 per annum)

**Holidays:** 25 days annually, plus statutory bank holidays or days in lieu if bank holidays are required to be worked. All periods of leave must be approved in advance with the Deputy Bar Manager, Ops Manager and the Manciple.

**Hours:** Hours of duty average 37.5 hours per week. The nature of these duties will require the post holder to work the majority of shifts on an evening as the bar is not currently open during the daytime. Additional hours may be required to be worked during term time with any hours worked over the statutory 37.5 taken as lieu time where possible and as the operation allows. It will be the responsibility of the post holder in conjunction with the Bar Manager to ensure that the required numbers of hours are worked to meet the needs of the business.

If the Operation does not require the number of hours as specified in the contract, such as hours worked during out of term, then additional duties will be allocated within the Catering Department to meet contracted hours. These allocated hours/shifts must be flexible to the Catering department and may require morning, evening or weekend working.

Other benefits include a health cash plan, a pension scheme, uniform and free meals on duty will also be provided.

**Probationary Period:** any offer of employment will be subject to satisfactory completion of a three month probationary period, and is also conditional upon pre-employment checks such as the right to work in the UK and references.