Job Description

Job title: Bar Supervisor
Department: Catering and Conference
Reporting to: Bar Manager
Responsible For: Casual staff
Location: Jesus College, Cambridge
Hours: 37.5 Hours per Week (5 out of 7 and mostly evenings)
Holidays: 25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
Salary range: In the region of £26,000 (pay award pending)

Job summary
To be responsible for the smooth and professional running of the College Bar. This is a hands-on role working directly with the Roost Manager and the Roost team to deliver all aspects of the College’s bar services.

GENERAL OBJECTIVES

- To ensure excellent, smooth and efficient delivery of all bar operations 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 licensing legislation.
- To supervise the staff during shift, check the quality of products being served and keep the bar clean and safe at all times.
- To support the management with the planning, training and organising of all staff, ensuring that all bar services are covered effectively.
- To liaise closely with other departmental heads ensuring the operational effectiveness and smooth running of functions, particularly those requiring a bar service.
- To proactively manage any staffing challenges, equipment breakdown, and customers’ request.
- To always maintain hygiene and food safety standards and to follow all food safety and health and safety policies in place. Maintaining all records as determined by the College policies and industry best practices.
- To lead the team in setting up, delivering and clearing the bar(s).
- To top up the bar supplies as required and support the Roost Manager with ordering of goods.
- To assign tasks to workers as required.
- To be responsible for tills management during and at the end of each shift.
- To order stock from stores, ensuring that advance thought is given to requirements and that stock control recording is maintained.
- To be responsible for key tasks such as beer lines cleaning, changing kegs and gas, cleaning cellars, keeping all bar areas in good and clean working order.
- To be responsible for the handling and the security of all bar goods used.
• To ensure food allergens and other specific laws such as Natasha’s law are always followed.
• To proactively assist the department in the development of the products and services on offer and keeping in touch with trends.
• To Build and maintain good working relationships with the rest of the catering and conference service team to ensure the smooth running of the operation.
• Any other reasonable tasks required by your line manager.
• To deputise for the Bar manager when off or on leave.

The successful candidate should:

• Have experience of working in bars and strong knowledge of the current licensing laws.
• Have experience of inducting and training people.
• Lead by example, be able to work with minimum supervision and be approachable.
• Be able to follow service standards and have an excellent attention to details.
• Embrace the use of computer-based software.
• Be willing to develop him/herself and keep up with industry trends and have an ambition to grow.
• Have a problem-solving attitude and good communication skills.
• Have the flexibility to work shifts including evenings, weekends and public holidays subject to rotas and a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements.
• Have a passion to deliver exceptional customer service in a results-based environment.

Benefits

• Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.
• Membership of a healthcare cash plan.
• Free daily staff lunch when in College.
• Access to a range of family friendly policies and welfare support services, including maternity coaching.
• Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events.
• Cycle to work scheme.
• Use of the College Gym, Tennis courts and Library.

Probation period

The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be two months’ notice on either side.

Equal Opportunities and Data Protection

• The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
• The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

**How to apply**

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at [www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies).
- Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Friday 19th July 2024. Please send completed forms to the HR Department at [jobs@jesus.cam.ac.uk](mailto:jobs@jesus.cam.ac.uk).