

## **JOB DESCRIPTION**

- POSITION:** Casual Bar Supervisor
- RESPONSIBLE TO:** Catering/Conference Manager through the Bar Manager.
- MAIN WORK OBJECTIVE:** To assist the Bar Manager and Bar Assistant in the efficient and legal operation of the College bar and of any subsidiary bars activated occasionally for conferencing and functions. Casual Bar Supervisors may also be asked to assist in the Bar at Wolfson Court.

**There is no guarantee of work and no obligation to accept any work offered.**

### **Responsibilities:**

1. Compliance with licensing laws and any other legislative regulations, as well as policies imposed by College Council.
2. Line management of any casual workers engaged.
3. Stock control including the keeping of appropriate records and periodic internal checks and audits.
4. Opening and setting-up of the College bar according to procedure.
5. Management and security of the bar float and takings.
6. Washing of glasses and cleaning of the bar area as required.
7. Ensure correct procedure is followed for the closure of the bar at the end of a shift.
8. To become familiar with, and work in accordance with, all College's policies and procedures.
9. To participate in training designed to minimize occupational risks. This may include manual handling training, safe use of Display Screen Equipment and other training as advised by the Health and Safety Officer.
10. To undertake any other duties as instructed by the Head Porter and as appropriate to the role.

This job description may subject to change, following consultation between the Casual Bar Supervisor concerned and the Catering/Conference Manager.

January 2012

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## PERSONAL SPECIFICATION

### CASUAL BAR SUPERVISOR

<b>Qualification</b>	
Holder of a Personal Licence in accordance with the requirements of the Licensing Act 2003.	Essential
<b>Knowledge/Experience</b>	
Previous experience of bar work.	Essential
<b>Skills and abilities</b>	
Good customer-care skills	Essential
Ability to take charge of the bar and casual staff in the absence of the Bar Manager or the Bar Assistant.	Essential
The ability to remain calm during times of pressure and in the face of multiple tasks.	Essential
<b>Other aptitudes</b>	
Reliable and trustworthy	Essential
Smart appearance	Essential

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

January 2012