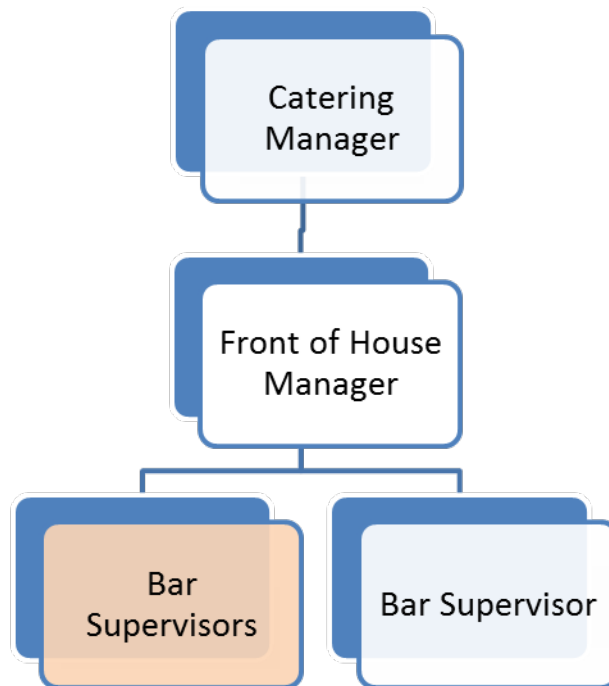


## **JOB DESCRIPTION**

**POSITION:** Bar Supervisor/Social Hub

**RESPONSIBLE TO:** Catering Manager via Front of House Manager



**MAIN WORK OBJECTIVE:** To ensure the efficient and legal operation of the College Social Hub/Bars and of any subsidiary bars activities and functions.

To promote the sales of food and drinks to students and conference guests

To work with the Catering team when the bar is not required.

### **Responsibilities:**

1. Compliance with licensing laws and any other legislative regulations, as well as policies imposed by College Council.
2. Work within the rota system.
3. To serve food and beverages to students and guests.
4. Stock control including the keeping of appropriate records.
5. Opening and setting up of the College bar according to procedure.
6. Management and security of the Social Hub / Bar.

7. Washing of glasses and cleaning of the bar area as required.
8. Ensure correct procedure is followed for the closure of the bar at the end of a shift.
10. To become familiar with, and work in accordance with, all College's policies and procedures.
11. 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.
12. To undertake any other duties as instructed by the Front of House Manager and as appropriate to the role.

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

April 2021

**GIRTON COLLEGE**  
**PERSONAL SPECIFICATION**  
**BAR SUPERVISOR**

<b>Qualification</b>	
Holder of a Personal Licence in accordance with the requirements of the Licensing Act 2003.	Essential
Basic Hygiene Qualification.	Desirable
<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.