



Murray Edwards College

University of Cambridge

Job Description

Job title:	Bar Supervisor – one year fixed-term
Department:	Catering and Events
Purpose of role:	Responsible for the College Bar and any Events Bars
Line manager:	Catering Operations Manager
Line manages:	Student Bar staff
Salary and Salary Band:	£19,000
Hours:	37.5 per week
Working environment:	College Bar and within the Catering Department

Job Function:

The main purpose of this role is ensuring the customer receives the highest quality service, and to be responsible for the day to day running of the Student Bar, ensuring that the student staff are fulfilling their duties. The role also includes the running of all Event bars within the Catering department remit. The key areas of responsibility for the role include:

- Ensuring the smooth running of the bar
- Providing excellent customer service
- Maintaining high standards of cleanliness, hygiene, health and safety
- Maintaining strict stock control
- Undertaking training of the bar team and effective oversight of the students staffing the Bar
- Working within the Conference/Catering teams during College holidays, in particular running Bars at College conferences and events

Main duties and responsibilities:

1. Ensure that all Bar equipment is in good working order
2. Ensure the Bar opens and closes on time and is ready to trade
3. Work alongside the JCR Bar Officer with regard to rotas and staffing
4. Work with the JCR Bar Officer and Entertainments Officers to help drive business into the bar in an appropriate manner e.g. arranging social events in the Bar
5. Advance planning of Bar activities and stock for a week or month ahead
6. Assist in the induction of new staff, providing shadowing shifts
7. Actively ensure that health and safety and licensing legislation is being observed
8. Understand and support College policies which affect the Bar area
9. Follow all Till and Cashing up procedures and ensure all staff are following them correctly
10. Assist in cash handling procedures
11. Give regular feedback to Catering Operations Manager on stock control, stock to cash ratios, weekly / monthly stock figures etc
12. Ensure stock rotation occurs and stock is 'held' in the correct manner, recording any wastage
13. Hold or be prepared to gain a personal license to sell alcohol
14. Attend relevant staff meetings
15. Work with Catering team on general College Events outside of term time

16. Undertake any additional relevant ad-hoc work as reasonably requested by the Front of House Manager or Deputy Front of House Manager

Person Specification:

	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Previous Relevant bar experience necessary 	<ul style="list-style-type: none"> • Experience of Cambridge university college culture a plus
Skills	<ul style="list-style-type: none"> • Effective communication skills, able to interact effectively with all levels of college personnel and guests • Ability to work within a team and supervise a shift • Excellent customer service skills • Good time management • Accuracy in till procedures • Ability to work under pressure and to remain calm 	<ul style="list-style-type: none"> • Experience of events in a front of house role a plus
IT skills required:	<ul style="list-style-type: none"> • Knowledge and effective use of till systems 	
Personal attributes	<ul style="list-style-type: none"> • High standards of honesty and integrity • High standards of cleanliness and hygiene • Strong work ethic and totally reliable • Open and receptive to new information, possessing a common sense approach • Ability to build a good rapport with others in a warm, natural and professional manner • A good standard of personal presentation • Requiring minimal supervision 	<ul style="list-style-type: none"> • Genuine commitment • Confident in dealing with a diverse customer base • Ability to travel outside of usual commuting hours on occasions

Salary and Conditions

The position is a one year post, and subject to a six month probationary period. The salary will be dependent on experience.

The basic hours are 37.5 per week. During College holiday season the jobholder will work as part of the Catering team on Conferences and Events. The jobholder may be expected to work overtime when required (overtime is not paid, but time owed may be taken during quieter periods).

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. Holidays should be taken outside of term-time, except in exceptional circumstances. On-site parking & subsidized gym membership. Lunch and dinner are provided when the kitchens are open.