

## Job Description

<b>Job Title:</b>	Bar Steward
<b>Department:</b>	Domestic Bursary
<b>Responsible to:</b>	Executive Chef
<b>Job Purpose:</b>	Responsible for overseeing the College Bar and providing a consistently high standard of service to students, staff, fellows and visitors to the college.

### Main Duties

#### Bar Service

- To keep the bar and storage areas clean
- To collect glasses and keep tables clean in the bar area and put glassware away rotationally
- To ensure that the glass wash/dispense area is kept clean and tidy at all times
- To ensure all fridges are fully re-stocked at the end of the night
- To supervise the bar assistants in all the above areas
- To serve customers in a professional manner in line with customer service standards and licensing laws

#### Bar Management

- To plan and organise the weekly rota.
- To maintain stock levels in the bar, ensuring the stock in fridges is rotated properly.
- Place orders for stock as required.
- To ensure enough change is available for the till and ensure the staff follow correct procedures to register the sales.
- To cash up at the end of each shift and reconcile the cash taken.
- To be knowledgeable about drinks and drink ingredients being served at the bar
- Manage beer line cleaning and general cleaning schedules in the bar area.
- To promote the bar with the Domestic Bursary using marketing material and online sources.

- To keep ones' personal license up to date.
- Make a positive contribution to the viability of the bar with ideas and suggestions.
- To undertake regular stock takes, maintain stock spreadsheet and investigate discrepancies, if any.
- To be aware of and ensure we comply compliance with all Fire, Health and Hygiene and Safety Regulations
- To undertake additional duties and projects as assigned by the Head Steward

### **General**

- To notify the Head Steward of any problems that may affect the smooth running of the Bar including safety, welfare and maintenance issues.
- To report in timely manner any damage to furniture and equipment.
- To report any defective lighting, plumbing or heating problems to Maintenance via the works email address.
- To undertake other duties that fall within the broad objective of this post.

### **Qualities, Experience and Qualifications**

- Holder of a Personal License
- Excellent customer service skills
- Good verbal and written communication skills
- Good literacy and numeracy skills
- Ability to promote good team working relationships.
- Effective people management skills and ability to supervise others
- Sound knowledge of drinks and ingredients and ability to communicate it to bar assistants and guests
- Knowledge and understanding of Bar or Cellar management
- Ability to lift stock and deliveries and transfer it to stores underground
- A good understanding of licensing laws and trading standards regulations
- A good understanding of Health and Safety and Fire Safety regulations
- Eligible to work in the UK.