

# Assistant Bar Manager

## Job Description

### The Role

<b>Department:</b>	Commercial Operations – Bar
<b>Location:</b>	Cirencester
<b>Job Details:</b>	Permanent contract : 35 hour average week, variable hours, including weekend and evening work on a shift basis
<b>Salary</b>	Grade 4: £20,092 - £23,487 per annum (dependant on experience)
<b>Responsible for:</b>	Commercial operations staff (Bar)
<b>Responsible to:</b>	Bar Manager
<b>Relationships with:</b>	Customers, suppliers, Student Union

### Purpose

To support the Bar Manager and Head of Catering & Retail in delivering the departmental action plan in line with the strategic vision. You will support the development and implementation of the bar and overall Catering strategy. Ensuring that services provided are appropriately aligned to the changing needs of the University community and its commercial clients. You will assist in the training of the team will be trained to deliver high levels of customer satisfaction and support the Bar Manager in the operation of the department.

### Key Responsibilities

- 1 Control budgets and be able to (when necessary) provide Head of Catering and Retail with reviews on costings, customer satisfaction and operating margins.
- 2 Assist bar manager in developing, motivating, managing and training team to optimise performance identifying training needs through a regular appraisal system.
- 3 Ensure adequate staffing levels at all times, whilst working within budgetary parameters.
- 4 Assist Bar manager to achieve departmental KPI's as set out by Head of Catering & Retail

- 5 Supervise the bar team and deputise for Bar Manager, ensuring financial, operational and strategic targets are met. Provide written performance reports for Head of Hospitality & Catering when required.
- 6 In conjunction with Bar Manager, work with purchasing consortia and suppliers ensuring optimisation of prices to achieve budgeted profit margins.
- 7 Liaise with the Bar Manager to increase sales, promotional opportunities and develop commercial business whilst delivering first class customer experience.
- 8 In conjunction with the Bar Manager, produce and implement a departmental policy and procedure, to be reviewed annually.
- 9 Responsible for all departmental administration in absence of Bar Manager
- 10 Client Management of non-residential function business in the absence of the Bar Manager, as required.
- 11 In conjunction with Bar Manager, utilise the social media strategy to promote business and opportunities.
- 12 Ensure all health, safety and hygiene regulations are applied in relevant areas and adhered to.
- 13 Awareness of and compliance with all University Policy and procedure
- 14 Deputise for Bar Manager in their absence.
- 15 Such other reasonable tasks as may be requested by Head of Department.
- 16 Nurturing and development of working relationship with Student Union to develop calendar of events.
- 17 To brief the shift with the levels of business for the coming shift and ensure that the team is efficiently deployed to meet the business need.
- 18 To assist the Bar Manager with compiling the staff rota to meet the needs of the business, whilst working within budgetary parameters
- 19 To be responsible for first line performance management
- 20 To have an understanding of budgets and departmental financial performance

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
• A good standard of education – GCSE or equivalent	E	A
• Qualification in Hospitality and catering	D	A
<b>Knowledge , Experience and Skills:</b>		
• Excellent interpersonal and communication skills	D	B
• Previous bar/catering supervisory experience	D	A, B
• Understanding of budgetary management -	D	A, B, C
• Capable of implementing and monitoring of agreed standards	E	A, B
• Excellent administration and organisational skills	E	B
• Self-motivation and ability to work in pressurised environment	E	B
• Passionate about hospitality industry and quality	E	B
• Experience of organising staff rotas	D	A,B

• Competent IT skills	E	A, B, C
• Ability to communicate effectively at all levels	E	B, D
• Customer service focus with the ability to ensure delivery of outstanding levels of customer satisfaction	E	B,C

**Special requirements:**

The post holder will be required to work evenings and / or weekends  
The post holder should have a first aid qualification or willingness to attain

## Application Procedure

If you are interested in applying for this role, please send:

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- **Closing date:** applications will be considered as they are submitted with interviews held on an ongoing basis until the post is filled.