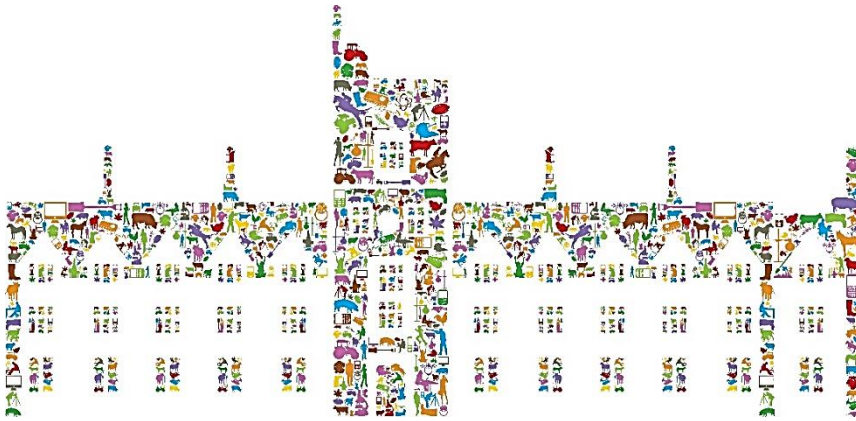


# Bar Assistant



## Introduction

The Royal Agricultural University (RAU) is going through a period of exciting and dynamic change. At the forefront of agricultural education since our foundation as the Royal Agricultural College in 1845, the University now has some 1,200 undergraduate students from over 45 different countries studying at our historic campus, set in 25 acres of magnificent grounds in the heart of the Cotswolds.

A full University since 2013, the RAU is an acknowledged leader in education and applied research relevant to the land-based industries notably agriculture, rural land management, property and the built environment, the food supply chain, agribusiness, countryside and environmental management and equine management and science.

## The Role

**Department:** Commercial Operations

**Responsible to:** Bar Manager

**Location:** Cirencester

**Term:** Permanent, Full Time - average 35 hours per week, including weekend and evening work

**Salary:** Grade 3: £17,407 per annum

**Main Purpose of Job:** Delivery of beverage services to all customers

**Relationship with:** Customers and Suppliers

## Key Responsibilities

- Provide a quality of service to all customers:
  - Working to the departmental values and SLA's
  - Providing a high standard of approach and delivery to customers
  - Awareness of all licensing legislation

- Understanding of responsible drinking and duty of care to customers
- Maintain a professional relationship at all times with all customers
- To take responsibility for delivering proficient services in the following, to the agreed standards:
  - Student Bars
  - Function Bars
  - Conference Bars
  - Drinks Reception
- Following all Departmental, Institutional & Legal procedures:
  - COSHH
  - Health Safety and Welfare
  - Maintenance requests
  - Security
  - Reporting all incidents
  - Cash & Stock Handling
- Hygiene
  - To maintain high standards of cleanliness and hygiene in all areas
  - To maintain a high standard of personal appearance, and to wear the correct uniform at all times
- Other Areas
  - Work in other areas within the Commercial Operations Department as required
- Sustainability
  - To sort waste for recycling and disposal of in correct recycling point
  - Responsible for usage of utilities and resources
- To undertake such other duties as may be requested by the Head of Department

## Person Specification

Requirements	Essential/Desirable	Measured by
The post holder must be able to demonstrate		a) Application b) Interview
A good standard of education – GCSE or equivalent	E	A
Excellent interpersonal and customer care skills	E	B
Basic Food Hygiene Certificate	D	A
Personal Licence	D	A
Flexibility in working hours	E	A, B
Basic IT Skills	D	A, B
Ability to be able to lift and move heavy objects up to 50kg	E	A, B
Cash handling experience	D	A, B

First Aid Qualified (or willingness to undertake qualification)	E	A
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The role holder will be friendly towards, but not friends with students and must at all times, maintain a professional distance / relationship with Students, Staff and Guests of the University.

## Benefits of Working with Us

We have over 200 dedicated employees who are proud to work for us. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously. We believe in investing in development and happiness at work and have a good range of benefits, a full list can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>

## Application Process

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

- A 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) saying where you saw the advert for the role

**Closing date:** Thursday 25th July with **Interviews:** week/commencing 5th August 2019