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| Job title: | Bar Manager | Job category: | Supervisor |
| Location: | Buckden Village Club | Travel required: | Yes |
| Level/Salary range: | To be confirmed | Position type: | 25 hours per week |
| Job description |
| Role and responsibilitiesThe supervision and management of staff, providing service to members and guests on behalf of the BVC committee by:* Managing staff, including recruiting, contracts, training and welfare and recording of any absence
* Serving customers and processing all purchases through the till
* Supervising and preparing of food for customers
* Enforcing health and safety rules
* Ensure maintenance of all licenses, certificates and insurances is up-to-date with the Treasurer
* Ensure bar procedures are adhered to including cleanliness and hygiene, stock and cash control, cellar management and line clean
* Weekly stock-take to monitor level and ensure not excessive
* Ensure stock purchasing is no more than 35% of takings per month
* Order and purchasing of stock ensuring all receipts are provided to Treasurer
* Inputting stock purchased onto till
* Completion of staff rota ensuring hours are not excessive and no more than 115 hours per week (including cleaners) unless specifically approved by the Chairman
* Ensuring own hours do not exceed 25 hours per week and that no more than 6 of these hours are outside of BVC opening times
* Record staff hours for pay and provide for payroll
* Co-ordinate and record staff planned annual leave
* Reporting and cashing up, reconciliation of takings
* Completing and oversight of daily, weekly and monthly tasks
* Check diary for each day since last in for handover, bookings & stock reports from staff
* Lead planning and implementation of bar for Buckfest
* Actively promote and manage club membership
* Develop specific events and promotions for customers with BVC Chairman
* Actively promote specific events and promotions
* Liaison with BVC Committee Chairman on matters arising
* Attend and provide Bar Manager Report to BVC Committee meetings
* Any other specific task(s) appropriate to your role

Preferred skills* Previous experience in working in bars handling stock and managing the cellar
* Hold a BIIAB Level 2 Award for Personal License, or be willing to gain
* Food Safety and Hygiene Level 2 minimum
* Manual Handling Awareness
* Understanding of line cleaning and cellar management
* Demonstrable commitment to equality and diversity
* Evidence of working as part of a team
* Excellent customer service skills
* Excellent organisational skills and attention to detail
* Excellent verbal communication skills
* IT skills including excel and outlook and till systems
* Excellent communication skills - written and verbal
* Experience of demonstrable finance management including SAGE
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| Reviewed by: | Jennifer Peckham | Date: | 28/07/22 |
| Approved by: | Andrew Peckham (Chairman) | Date: | 10/08/22 |