|  |  |  |  |
| --- | --- | --- | --- |
| 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 responsibilities The 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 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed by: | Jennifer Peckham | Date: | 28/07/22 |
| Approved by: | Andrew Peckham (Chairman) | Date: | 10/08/22 |