



**North Bailey Club
24 North Bailey
Durham
DH1 3EW**

Bar Supervisor (Evenings)

Job Summary and Purpose

The main purpose of the role is to oversee, support and direct bar staff in the Members' Club and to ensure that customers are served in a friendly, professional manner.

The position would be to commence at the start of the University academic year in October 2024.

The weekly hours of work are during **University term-time only*** and are as follows:

Tuesday, Wednesday, Thursday evening 20:00 – midnight

Friday and Saturday evening 20:00 – 00:30

The position is for University term-time working only (holiday entitlement is paid and deemed to be taken **outside of term –time**)

*Michaelmas Term (10 weeks) commences October 2024

*Epiphany Term (10 weeks) commences January 2025

*Easter Term (5 weeks) commences April 2025

The bar will close for the exam period in May (4 weeks) and re-open beginning of June until the end of term. The Bar is then closed until the start of the next academic year in October.

The salary is **£7,500 p.a.** (this is inclusive of holiday pay) and is paid in 12 equal instalments of £625.00 per month.

It is anticipated the working hours are approx 21 hrs x 25 weeks p.a. (+ 10 hrs p.a. ad hoc)

Key Responsibilities

GENERAL - The Bar Supervisor is responsible for ensuring all the provisions of the Licensing Laws are observed during all bar operations.

1. The Bar Supervisor will, during working hours, be responsible for opening and securing the premises and stores at the end of each shift.
2. The Bar Supervisor will accept responsibility as supervisor for all bar staff.
3. The Bar Supervisor will work proactively with the Custodian and other relevant members of the Standing Committee of the Durham Union Society to advise on and support in the planning and execution of events and activities in the Bar as appropriate to the stated responsibilities.
4. The Bar Supervisor will be proactive in promoting and developing the services provided within the Bar and will be responsible for ensuring the area is effectively merchandised at all times.

STOCK, STORES AND EQUIPMENT

The Bar Supervisor will have the following duties and responsibilities relative to supplies and stocks in the bar premises:

1. Responsibility for all stocks and monies in the bar and stocks in the cellars. Stocktakes will take place at the beginning and end of each term. In addition, a weekly stocktake will be undertaken by the Custodian and Assistant Custodian to assist in ensuring controls are maintained in the bar.
2. Effective stock rotation in the bar and cellars.
3. Keeping all areas clear from bottles, crates, kegs etc. except when loading or unloading is taking place.
4. Maintenance of the bar, equipment and storage areas in a clean and tidy state.
5. Recording and reporting any damage, faults and defects to bar equipment, furniture and fittings to the Custodian and Office Manager immediately.
6. Ensure bar, cellar and associated storage areas are kept clean and tidy in accordance with Health and Safety regulations.
7. Monitoring the quality of all products and taking remedial action as necessary, including advising the Custodian on product-quality if it can be enhanced. Where necessary, the Bar Supervisor will advise the Custodian when items should be delisted or new lines introduced.
8. Undertaking regular self-inspections of bar and cellar area, with the Custodian, and carrying out risk assessments and action as necessary.

MONEY

The Bar Supervisor will have the following duties and responsibilities relative to monies:

1. Ensuring the till is cashed up and takings are removed from the cash register and held in a secure safe after each shift.

STAFF

The Bar Supervisor will have the following duties and responsibilities relative to bar staff and to general conduct of persons using the bar:

1. Serving behind the bar.
2. Undertaking relevant cellar work (eg. Changing beer kegs and gas cylinders).
3. Training bar staff in carrying out their duties properly and efficiently. The Bar Supervisor will ensure that staff understand all Health & Safety Regulations and the Licensing Legislation and know how to operate the till and understand pricing policy. The Bar Supervisor will ensure all staff are fully inducted and training record files are kept up to date.
4. Organise training, and refresher training as appropriate.
5. Recruitment of suitable bar staff, alongside the Custodian and the Office Manager. The Bar Supervisor will supervise new staff until they are sufficiently competent and confident in undertaking their duties.
6. Assist the Custodian in rearranging rotas should the need arise to ensure adequate staffing

APPLICATIONS: PLEASE SUBMIT C.V./COVERING LETTER TO: Christine.Samways@durham.ac.uk

EXPECTED DATE OF COMMENCEMENT: 3RD OCTOBER 2024

CLOSING DATE: 14 AUGUST 2024