Further Particulars – Bar Supervisor

This post is only open to current students of Green Templeton College

Reports to: Operations Manager (Catering & Hospitality)

Job Description

Main Purpose of Job:

Green Templeton College (GTC) operates a licensed bar, the Stables Bar, as a social space for the benefit of students, fellows, and the wider community. The Bar Supervisors report directly to the Operations Manager (Catering & Hospitality). Bar Supervisors are expected to perform these duties during term time and to coordinate closely with the Graduate Common Room (GCR) and College regarding activities out of term time.

We now wish to recruit two new Bar Supervisors.

Responsibilities

Staffing

- Recruit staff members
- Train staff members the operation procedures and regulation of the bar
- Monitor compliance with procedures and take disciplinary action as necessary
- Organise the weekly rota
- Liaise with the GTC Human Resources Manager regarding payroll

Stock

- Ensure that the bar has adequate stock for all events
- Ensure that there is an appropriate range of options available, including non-alcoholic beverages
- Work with the Operations Manager (Catering & Hospitality) to establish appropriate price levels

Compliance with License & College Regulations

- Ensure that the bar operates within the licensing requirements and regulations stipulated by the College. Such practice would include, but not be limited to:
  - Maintaining a minimum level of hygiene and cleanliness
  - Ensuring that staff members observe rules concerning serving minors and intoxicated customers
  - Adhering to established opening hours
  - Following responsible financial procedures
Coordination

- Work with the Graduate Common Room (GCR) Entertainment and Welfare teams. Such coordination would include, but not be limited to:
  - Fostering a safe and welcoming community atmosphere
  - Organising the bar aspects of BOPs
  - Responding to concerns regarding the bar’s operation

- Work with the Operations Manager (Catering & Hospitality). Such coordination would include, but not be limited to:
  - Addressing issues of license compliance, including hygiene
  - Undertaking necessary repairs or upgrades
  - Setting appropriate prices
  - Addressing staff discipline issues

- Work with the GTC Events Manager. Such coordination would include, but not be limited to:
  - Providing staff and stock for events
  - Maintaining communication regarding bookings

Training

Each Bar Supervisor would receive the training necessary to understand licence requirements and general College operations such as payroll, financial controls, and waste disposal. In addition, Bar Supervisors would be required to attend first aid training. Additional professional development would be encouraged, subject to discussion with the Operations Manager (Catering & Hospitality).

Selection of candidates

Bar Supervisors shall be selected by a panel consisting of the Operations Manager (Catering & Hospitality) outgoing Bar Supervisor, and Human Resources Manager.

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1 This includes staffing, sales, stock, cleaners and security; these responsibilities do not include organising decorations or entertainments.
Terms and Conditions of Employment

Employer: Green Templeton College. The College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

Reporting: Operations Manager (Catering & Hospitality)

Location: The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post will require travel to and work at other College and University sites.

Hours: Working hours are expected to be approximately 5 hours per week in term-time.

Salary: The hourly rate is £9.69 per hour to be paid one month in arrears.

Pension: This post is not pensionable.

Duration: This post will be required until 31st August 2019.
How to apply

Please submit the following, quoting job reference number GTC 61 to hr@gtc.ox.ac.uk.

* A detailed curriculum vitae together with covering letter explaining your suitability for the role;

* The names and contact details of two referees. We will assume that we are free to approach referees at any stage of the application process unless the applicant states otherwise. Please state such requirements explicitly alongside the details of the relevant referee(s);

* To assist with arranging interviews it would be helpful if applicants could provide a daytime telephone number on which they may be contacted;

It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

Recruitment Timetable

The closing date is Friday, 7th September 2018 at 12 noon. Interviews will take place in mid-September.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.