Further particulars for the post of
Bar Supervisor
**Requirement**

St John’s College wishes to appoint a Bar Supervisor on a permanent basis.

**St John’s College**

St. John’s College is one of the largest of the University of Cambridge’s 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John’s has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about assistant 250 staff. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is a highly international community with some 20% of its undergraduates, over 50% of its postgraduate students, and many of its faculty coming from overseas.

The buildings and grounds of St John’s are a magnificent environment in which to work, but it is the people of St John’s who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John’s on the College’s website: [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).

**College Aims:** the College’s statutory aims are the advancement of education, religion, learning and research.

**Department Aims:** The Domestic Bursar’s aim, to which your post is aligned through your sub-department, is to provide effective, efficient and timely support services in order to enable the College to fulfil its statutory aims.

**Sub-Department Aims:** The primary aim of the Catering and Conference department is to provide for all our customers a high standard of food and customer service that in turn exceeds their expectations.

A highly trained, well-motivated professional team of dedicated staff who will attend to our customer’s needs.

To promote the College and department at all times and to promote our brand for St John’s.

**Principal Responsibilities and Duties**

**Job title:** Bar Supervisor

**Department:** Catering and Hospitality

**Responsible to:** Bar Manager

**Job Purpose:** To ensure the smooth operation of the Bar in terms of Food and Beverage service, staff supervising, licensing compliance, food safety and cleanliness and responsible sale of alcohol.

**Principal Responsibilities**

**Food & Drink Service**

To ensure that food and drinks standards within the Department are fully implemented, the postholder will:
i. Supervise and oversee all operations during the working shift, primarily in the bar but in the other outlets as well if required.

ii. Ensure all standard operating practices are implemented.

iii. Set and monitor the standards for drinks, alongside the Bar Manager.

iv. Ensure food safety legislation is applied.

v. Ensure full compliance with licensing law.

vi. Prepare, plan and record daily task sheets for staff members to ensure all service preparations are ready for service.

vii. Fill out and sign all cleaning schedules to ensure that all relevant cleaning within the department is maintained and recorded.

**Training**

In order to develop staff within the department, the postholder will:

i. Train fellow staff members to maintain and improve service levels within the department.

ii. Provide regular feedback to staff members.

iii. Be responsible for the standards of alcoholic drinks and train staff members to produce consistently high quality products.

iv. Ensure that all staff are fully aware and trained on Health & Safety, Food Safety and COSHH Regulations and Licensing laws.

**Health and Safety**

In order to maintain a safe environment for staff and a safe product for customers, the postholder will:

i. Report any illnesses within the department to ensure a safe working environment.

ii. Attend regular HACCP meetings and to communicate the relevant information obtained back to the staff members.

iii. Comply with COSHH regulations to ensure that all chemicals are being used in a correct and safe manner.

iv. Comply with all food regulations to ensure the food safety standards within the Department are fully implemented.

v. Perform beer line cleaning on a weekly basis, in collaboration with the bar manager.

**Stock Management**

In order to ensure that the Bar operate within budget, the postholder will:

i. Control and monitor stock levels.

ii. Manage and control all procurement of the product range and rotate stock alongside the bar manager.

iii. Check in deliveries and report and discrepancies.

**Resources Managed / Facts and Figures**

1. Deputises for the Bar Manager in their absence and directly supervises team members in the bar.

2. Supervises team members working in the rest of the outlets in the absence of the relevant managers and supervisors of the areas.

3. Responsible for all food safety aspects within the bar.

4. Collaborates with Buttery manager, Buttery supervisors and Head Barista.
**Decision-making**

1. Organise staffing levels alongside Bar Manager, dependent upon business levels.
2. Amend daily task sheets if required depending upon changes within the Department.
3. Organise staff into specific job roles when preparing for service.
4. Communicate effectively with the rest of the team and kitchen and redeploy front of house team members during service in case of need in the other outlets.

**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

**Qualifications, Knowledge and Experience:**

- A general level of education.
- Food Safety Level 2.
- Knowledge of HACCP principles and COSHH regulations.
- A Personal License is advantageous.

**Skills, Abilities and Competencies:**

- A high standard of personal hygiene.
- An attention to detail.
- A high level of discretion.
- A positive attitude towards work, colleagues and customers.
- Natural leadership abilities and a passion for developing others.

**Terms and Conditions**

Length of post: Permanent
Salary: The salary for the post will be between £28,011.95 – £30,387.07 p.a. (depending on experience) plus benefits
Hours of work: 39.25 hours per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

   by email to: recruitment@joh.cam.ac.uk
   or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on Sunday 29 October 2023. Interviews are expected to be held during the week commencing 30 October 2023.

Early applications are encouraged as we reserve the right to close this vacancy early if we find a suitable candidate.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.