



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Bar Manager**

Requirement

St John's College wishes to appoint a Bar Manager (2 year fixed term).

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

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

Department Aims: To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenues generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Bar Manager

Department: Catering

Responsible to: Catering and Conference Manager

Job Purpose: We are searching for a committed, proactive Bar Manager who would enjoy work in an exciting environment. The Bar Manager will promote and grow the business, hire and train bar staff and ensure that our Fellows, Students and outside customers are receiving excellent drinks, food and service.

The Bar Manager will also manage inventory and resources, plan promotional events, ensure that quality and safety controls are followed, maintain current licenses and update vendor contracts, create schedules, and set business objectives to increase profits and maximize customer satisfaction.

The Bar Manager should also be able to work with diverse personalities and diffuse tense situations.

Principal Responsibilities

In order to ensure compliance with licensing laws the post holder will:

- Manage the College Bar and all areas where alcohol is permitted to be served, including the Hall, all function rooms, the Fisher Building and Conference Marquees
- Maintain a fun, safe atmosphere for Fellows, students and Staff

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

- Control and monitor stock levels
- Implement pricing policy in conjunction with the Catering and Conference manager
- Manage and control all procurement of the product range and rotate stock
- Check in deliveries and report discrepancies

In order to maximise income, the postholder will evaluate all sales trends and drink patterns:

- Manage the Bar Epos System
- Cash and credit sales, to ensure the correct monies are taken for goods purchased and till and float monies checked
- Plan and take part in promotional events on a termly basis

In order to ensure the Bars are staffed in an effective and efficient manner the post holder will:

- Manage one full time post, 2 other part time contracted and casual staff
- Hire and train staff to provide excellent service to patrons
- Manage and control staff costs, and prepare work rotas
- Identify training needs and requirements for the Bar personnel and communicate to the Catering and Conference Manager
- Set specific objectives for staff members to ensure the College Bar Objectives are met

In order to budget and ensure the smooth operation of the Bars the postholder will:

- Recommend any maintenance or refurbishment issues to the Catering and Conference Manager

In order to ensure that the management for Food and Safety, Health and Safety and Fire Regulations inside the College Bar the postholder will:

- Line clean equipment to ensure compliance with legislation
- Attend HACCP Meetings and to implement any changes in legislation

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties maybe instructed by the Catering and Conference Manage from time to time.

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:

- Supervisory management in a similar establishment for a minimum of 5 years
- Personal Licence Holder
- Basic Food Hygiene Certificate as a minimum
- Knowledge of vending systems
- Knowledge of drinks markets
- Knowledge of marketing

- Understanding of licensing laws, and the Licensing Act 2003

Skills, Abilities and Competencies:

- Excellent communication and interpersonal skills with a strong customer focused ethos
- Excellent customer service skills with the ability to create and maintain a relaxed and comfortable atmosphere for all in a context where young people are drinking
- Ability to maintain effective working relationships with staff in other College departments
- Strong understanding of business management and accounting principles with the ability and interest to evaluate opportunities to increase revenue
- Problem solving with ability to work on your own initiative
- Well-developed computing skills
- Good negotiation and communication skills with suppliers
- Ideally, have knowledge of Cambridge Colleges' purchasing policies in respect to alcohol and soft drinks
- A high standard of personal hygiene
- Ability effectively to delegate responsibilities and maximise resources
- Willingness to work during peak hours, including late nights, weekends, and holidays

Terms and Conditions

Length of post:	Fixed term (2 Years)
Salary:	The salary for the post will be between £29,451.19-£33,729.70 p.a. (depending on experience)
Hours of work:	39.25 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory 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 **12 noon on Thursday 1 November**. Interviews are expected to take place on Wednesday 7 November.

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.