Job Description

Job Title: Bar Assistant  
Department: Conference and Catering  
Reporting to: Catering Supervisor

Part time Bar Assistant

18 hours per week

£20,206 pro rata per annum

We are recruiting for a hardworking and motivated Bar Assistant to join our busy team in our new purpose built Griffin bar preparing drinks and providing excellent customer service to our students, staff, Fellows and visitors to the College.

Ideally we would like you to have bar experience, but full training will be provided – what is important to us is a ‘can do’ attitude and a willingness to provide the very best!

Normal working hours are 5.30pm – 11.30pm, 6 shifts worked over 14 days including some weekend working.

Job summary:

To deliver an efficient, friendly, quality service to our customers and to meet the food and beverage needs of the College

Background

Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre and within 5 minutes of Cambridge mainline station, the College has over 1,000 students and a Fellowship of over 70. Nearly 700 students live on the site.

The College is set within 25 acres of landscaped gardens and parkland, and its conference and event facilities comprise a dedicated modern Conference Centre. Ample free on-site parking is also an attraction for conference organisers.

The Conference and Catering Department

Catering provides 12 servery meals per week: lunch and dinner, Monday to Friday, and lunch (or brunch) at weekends, although the Conference and Catering Manager will keep under review the services and service times for students. There is also a popular Buttery and a Bar which is manned by employed staff.

In addition Formal Hall is served every Tuesday in Full Term. The maximum capacity for Formal Hall is 250, and many Formal Halls reach this capacity. There are many other formal College meals throughout the year for which a high standard of catering and service is required, including: Graduate Formals Guest Nights, Governing Body Dinners, Matriculation
Dinners, and Charter Dinner, Alumni Reunion Dinner and Congregation and Graduation lunches.

The College has a thriving Conference business which represents an important source of income to the College. As well as the dedicated conference centre with 5 meeting rooms there are a further 22 flexible meeting rooms, 3 versatile dining rooms and over 500 en-suite bedrooms available for letting during the vacations. Catering includes lunches and dinners for conference guests, BBQs, breakfast service during vacations, Christmas parties and marquee events. The catering department also provides refreshments for a wide variety of functions and meetings, both College events and private events.

The Conference and Catering Manager is charged with maximising the contribution to overheads from these various strands of catering service by controlling costs firmly and setting prices appropriately. The Conference and Catering manager is expected to analyse the business of the catering operation very closely and on a regular basis, and to make any changes necessary to ensure the contribution to overheads is maximised.

At present the College Bar and Buttery is used as a social space by the students and is the JCR. Conference and catering staff work with the students to support and maximise opportunities for academic and social events.

**Job responsibilities:**

1. **Beverage and Food service**

   - Ensure all bar areas are kept clean and tidy and appropriate levels of service equipment, beverages and glassware is available at all times.
   - Ensure that the correct methods of storage, stock rotation and stock holding are maintained.
   - Ensure the bar is open on time and closes.
   - Ensure all beverages are correctly served ensuring that legal measures are followed.
   - Maintain a good product knowledge of beverages available and provide advice to customers as appropriate to meet their requirements.
   - Display appropriate point of sale and merchandising.
   - In conjunction with the Duty Manager/supervisor ensure that all licence requirements are carried out correctly. Ensuring that all licencing laws are followed under the licencing act 2003.
   - Keep the delivery and stock areas tidy and well maintained.
   - Provide a positive and friendly customer experience by being professional and polite to customers at all times.
   - Check identification of customers to verify legal age requirements.
   - Balancing cash receipts at the end of the session. Including cashing up at the end of the session and ensuring all taking are locked in the safe.
   - Comply with all food and beverage regulations.
• Limit customer problems by restricting alcohol intake and attempting to curtail inappropriate behaviour

2. General

• Assist with maintaining and improving standards within the Conference and Catering department by recording positive and negative feedback
• Ensure that customers experience high levels of service and hygiene
• Uniform and standards of appearance are followed correctly.
• Follow financial regulations and cash handling procedures
• Maintain a safe working environment for self and colleagues
• Participate in team meetings and maintain effective and meaningful communication with management and colleagues.
• Attend relevant training courses as required
• Be flexible with working hours especially during peak times to ensure that the Catering Department are able deliver to agreed levels of expectation. This will include working any five days out of seven.
• Carry out any reasonable request made by the Management team.

3. Health and Safety

All staff members are expected to observe all health and safety at work regulations as set out by Homerton College in accordance with its statutory obligations.

• Ensure safety procedures are adhered to.
• Follow fire safety procedures.
• Follow COSHH procedures.
• Report all accidents and near misses.
• Safe use of machinery and equipment to minimise any risk of injury.
• Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
• Report any unsafe practices or broken machinery/equipment to the management team, so that remedial action can be taken immediately.

Person Specification

Essential Qualities

• Ability to communicate at all levels
• Good customer service skills
• Team player
• Good sense of humour
• Able to use initiative and work unsupervised when required
• Accurate
• Organised
• Honest and trustworthy
• Good knowledge of health and safety

Desirable Qualities

• Knowledge of handling and operation of bar equipment
• Prior experience of College Student Bar