Hertford College, Oxford

Bar Supervisor (Part-Time)
Further Particulars

Job Title: Bar Supervisor
Department: Catering
Contract Type: Permanent
Hours: 22 hours per week to be worked over five days out of seven (weekends as required by rota)
Salary: £12.15 per hour (circa £13,902 per annum)
Responsible to: Head of Catering
Responsible for: Casual bar staff

The College

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.
The Role

The Bar is one of the College’s most important communal areas, open in term in the evenings between 6pm and 11pm. The Bar is also open for important College Dinners, banquets and for private functions out of term. At the start of the new academic the College is looking to ‘relaunch’ the bar with new management. It is important that the successful candidate will be the ability to maintain and contribute to the Bar’s role as a friendly and welcoming meeting place for college members and their guests.

Main Duties of the Role

The full range of duties will be kept under review and may be adjusted in response to the evolving needs of the College.

Main Duties and Responsibilities
1. Accounting for daily sales, recording of sales including Battels/EPOS.
2. Duty Management.
3. Cleaning of Bar and Cellar areas including dispense equipment.
4. Compliance with Health and Safety Act, Environmental Health regulations and attending Fire training courses. To adhere to security and safety responsibilities of the College.
5. Co-operating closely with other departments to ensure a high standard of service.
6. Restocking.
7. To train rostered casuals and new starters in all aspects of bar service and equipment, Point of Sale (POS) system, cash management and reconciliation and other duties the Catering Services manager may reasonably require.
8. To maintain a high level of customer service standards.
9. To operate in accordance with licencing laws and regulations (preferable to hold a Personal Licence)
10. Communicate and liaise with other members of the JCR, MCR and catering team, working together to ensure high standards are maintained.
11. Maintain records of relevant areas of responsibility.
12. To attend training and development as and when requested including COSHH, health and safety training and food hygiene training.
13. Ensure that high standards of personal hygiene and presentation are adhered to at all times including the wearing of College uniform and PPE.
14. Any other duties as may reasonably be required by the Head of Catering Services, FOH Manager, College Butler or Head Chef.

Other Duties
The post-holder may be required to undertake other duties at the direction of the Head Chef, Front of House Manager or Head of Catering, and to provide cover for colleagues (all sites) in the event of absence or scheduled events.
Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role.

Essential

The person appointed will be selected on the basis of the following criteria and should therefore ensure that any application provides evidence of how they match the qualities required:

1. Experience of managing and supervising people.
2. Excellent customer service skills and the ability to deal with queries.
3. Experience of working in a busy team.
4. Excellent communication skills both verbal and written to a variety of audiences.
5. The ability to keep calm under pressure.
6. The ability to work flexibly and to meet very strict deadlines.
7. Excellent attention to detail.
8. Good IT, numeracy and literacy skills.
9. Reliable and trustworthy.
10. Excellent presentation and dress standards.
11. Ability to carry out the requirements of the role which involves standing for long periods of time and carrying and moving/lifting furniture i.e., tables and chairs.
12. Ability to understand and implement health and safety information.
13. Experience of supervising bars and drinks service at events.

Desirable

The post-holder will ideally possess:

- Hold a Personal Licence.
- Experience in a University, College or similar environment, and empathy for its operations and practices.

Terms and Conditions

This is a permanent role available immediately, 22 hours per week to be worked over 5 days on a 7 day rota. It is anticipated that shifts will be 3 or 4 evenings (18:00 to 23:30) per week rota over a two week period, on weeks with 3 evenings you will be required to work your remaining 5.5 hours at a mutually agreeable time to assist with improving the bar and handling deliveries.

This is a job share position to ensure work/ life balance.

The salary will be £12.15 per hour (Grade 4.2 on the University salary scale). The post is eligible for membership of the OSPS pension scheme.

The college offers an annual leave entitlement of 28 working days, plus Bank Holidays. The Christmas closure period (usually five days) is mandatory and deducted from your leave.
entitlement. If you are on duty a meal is provided free of charge when the kitchens are open.

Other staff benefits are outlined on the HR section of the college website: https://www.hertford.ox.ac.uk/and-more/vacancies

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents, preferably as a single pdf string, to hr@hertford.ox.ac.uk by **noon on Thursday 31st October 2019**.

1. CV (maximum two sides of A4, to include the names and contact details of two referees);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on **W/C 4th November 2019**. References will only be taken up for the successful candidate.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Head of Catering (simon.robinson@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

**Hertford College is an Equal Opportunities Employer**