



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Student Bar Supervisor

Job Title	Student Bar Supervisor
Department	Catering
Location	Hughes Hall, Cambridge, CB1 2EW
Reporting to	Food & Beverage Manager
Responsible for	Bar Staff
Basis of employment	Casual (payment for hours worked). Employment dependent on being a student at Hughes Hall. All student appointments are subject to the approval of the Senior Tutor.
Rate of Pay	£8.75 per hour
Hours of Work	As required. Subject to the restrictions of the University's regulations on student employment.
Annual Leave	Accrued and paid through payroll

Purpose of Post

The Hughes Bar is a place where many students chose to meet and socialise. The Student Bar Supervisor will lead the team to provide the provision of snacks, light meals and beverages to the Hughes population. This role predominantly focuses on rota management, stock control, managing the cleaning of the bar and overseeing the training and performance of the team. You will take direction from the Food & Beverage Manager, the licence holder (the Bursar), finance office and the Head of Domestic Operations on all matters involving legal compliance, health and safety, due diligence and staff development / training as set out in the Roles and Responsibilities matrix below.

Roles and Responsibilities within the Bar

Role/Responsibility	Owner
Overall responsibility for the sale and supply of alcohol	Bursar
Setting opening and closing times	Bursar
Setting budget	Finance Manager with Student Bar Supervisor
Monitoring Budget	Finance Manager with Student Bar Supervisor
Setting prices	Student Bar Supervisor with oversight from F&B Manager
Selecting stock for sale	Student Bar Supervisor
Ordering Stock	Student Bar Supervisor with oversight from F&B Manager
Organise staffing rota	Student Bar Supervisor with oversight from F&B Manager
Recruit bar staff	Student Bar Supervisor, F&B Manager and HR Manager
Appoint bar staff	Bursar
Orientation for new members of staff on bar tasks	Student Bar Supervisor
College induction for new members of staff	F & B Manager
Ensuring that cleaning is done to the require standard for a food and drink preparation area. This includes ensuring suitable records are kept. For example, in relation to the cleaning of beer lines, fridges, ice machines and surfaces.	Bar staff with oversight from F&B Manager
Ensuring that the Fire Regulations and Health and Safety Regulations are complied with.	Duty Bar staff with oversight from F&B Manager
To provide the Head of Domestic Operations monthly written reports showing the income, expenditure, feedback on events and any concerns.	Not required
Liaise with the Head Porter to arrange suitable security arrangements and the bursar (the	Student Bar Supervisor

license holder) to arrange suitable extensions or permissions for special events.	
Organise responsible alcohol training sessions	Head of Domestic Operations
Ensure that all staff on duty have undertaken responsible alcohol training sessions	F&B Manager
Monitor and ensure compliance with the terms of the licensing agreement	F&B Manager
Monitor and ensure compliance with all health and safety legislation	F&B Manager
Ensure that customers comply with licensing laws whilst on premises.	Duty Bar staff with oversight from F&B Manager
Ensure that customers leave the premises in an orderly manner avoiding disruption to College residents.	Duty Bar staff, overseen by F&B Manager
Act as Line Manager to bar staff	F&B Manager
Ensure PRS form (to assess royalties due from playing recorded music) is completed	Head of Domestic Operations with input from Student Bar Supervisor.
Emergency cover for operational issues	College on-call system

Person Specification

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Suitable experience in a similar environment 	<ul style="list-style-type: none"> First Aid Qualification Basic Food Hygiene Certificate BIIAB
Experience	<ul style="list-style-type: none"> Experience of supervising a team in a hospitality/retail setting Experience of stock management 	<ul style="list-style-type: none"> Experience of working in an educational/campus context

Skills/Knowledge Training	<ul style="list-style-type: none"> • Knowledge of food safety legislation • Numerate with an ability to check off food deliveries and complete delivery record sheets • Ability to prioritise effectively and work to specific deadlines • Ability to work independently and as part of a team • Adaptive and receptive to change • A developed attention to detail 	
Personal attributes	<ul style="list-style-type: none"> • Responsible attitude, particularly to alcohol • Creative and passionate about service delivery • Customer-focussed attitude • Smart, professional appearance • Flexible approach 	

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Application Process as set out in the MCR Constitution

The Student Bar Supervisor will be appointed by a panel of:

- Three (3) MCR members (of which two should be President and a Social Secretary),
- The Bursar

An incumbent or former Student Bar Supervisor may be reappointed. There is no limit on the number of tenures a Student Bar Supervisor may serve, except that they

must be a student for the duration of each tenure, and meet the residency requirements below.

The Student Bar Supervisor is expected to be resident in Cambridge for their entire tenure. The selection panel will not consider an applicant who will be absent from Cambridge for a total of over 100 days of a given year, or who will be absent from Cambridge for any continuous period of one month (30 days) or longer during their proposed tenure.

The panel is strongly encouraged to consider the opinions of current, active Bar Workers.

A student may not hold the positions of MCR President and Student Bar Supervisor simultaneously.

To submit an application for this vacancy, please complete the job application form and include a covering letter setting out your reasons for applying for the post. Please also complete the College's Equality and Diversity Form. These should be emailed to: hr@hughes.cam.ac.uk. The closing date for applications is Monday 13th May at noon.

If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.

Any information given will be processed for employment selection and statistical purposes. You will find all the relevant data protection statements on the application form and at www.hughes.cam.ac.uk/about-us/foi-publications.

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