

JOB SUMMARY

Post Title	Bar Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	<i>02</i>	Line Manager to others?	No	Role profile ref	<i>SD02</i>
Service Area	<i>Community Services / 1Leisure</i>						
Line Manager	<i>Duty Managers & Michael Lewin (Deputy Manager)</i>						
Location	<i>1Leisure Medina</i>						

Job Purpose			
To carry out the day to day operations of the bar and adhere to all relevant Health & Safety legislation and alcohol licence legislation are met at all times to ensure a safe and pleasant environment for customers.			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> • Ability to Serve drinks and snack to customers from our range. • A basic understanding of Licencing laws • A basic understanding of Health and Safety legislation premises supplying alcohol. • Ensuring cleanliness in the area is kept to a high Standard. • Maintain a thorough knowledge of all operating and emergency procedures. • Deal with any customer enquiries or complaints in a helpful, polite and efficient manner, passing the matter on to the Duty Manager if you cannot give an appropriate answer. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Cash Handling responsibilities. Good timekeeping skills</i>	E	
Evidence of practical experience in an appropriate work environment	<i>Experience of working in a busy bar environment.</i>	E	
Safe and competent use of relevant equipment / tools.	<i>Use of hot drinks serving machines and serving a range of soft and alcoholic drinks. Ability to use cleaning equipment and appropriate chemicals as part of the cleaning processes.</i>	E	
Knowledge of relevant health and safety procedures.	<i>Knowledge of food handling legislation, C.O.S.H.H. and Bar Licencing laws</i>		D
Ability to communicate clearly.	<i>Excellent customer care skills and the ability to deal with situations regarding bar licencing laws.</i>	E	
Basic literacy and numeracy.	<i>Cash Handling skills and the ability reconcile all monies.</i>	E	
Basic knowledge of ICT systems.	<i>Use of computerised point of Sale software to sell products.</i>		D
Able to maintain accurate records as and when required.	<i>Recording of stock, complimentary and Ryder drinks and snack transfers.</i>		D
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent			D
Other Requirements			
Flexible for a seven-day site with both early and late shifts			
Must be fully able to perform the physical aspects of the role			

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Organisation Structure (optional)

