



JOB DESCRIPTION

- 1. Post Title:** Bar Staff or Bar Team Leader
- 2. Department:** SU Bar
- 3. Responsible to:** Students' Union Bar Manager
- 4. Place of Work:** Harper Adams Students' Union, The post holder may be required to work at, or from any of the Students' Union establishments.
- 5. Fixed:** Term Time 2019/2020
- 6. Qualification requirements:** No formal qualifications are required. A person specification has been attached for your reference.

Purpose of the Post:

Working with the team to ensure the smooth running of the bar within the SU Bar/ Welly on campus and consistently delivering the highest customer service standard.

Working within our venue is no ordinary part-time job. As a member of the team you will be expected to be an ambassador for the Students' Union. We aim to make life better for students at Harper Adams and, because last academic year we had over 5,000 people visit our venue, you are the face of Harper Adams Students' Union at our events.

This role is an enjoyable and rewarding opportunity, working in an extremely sociable environment. We expect a high level of commitment and a real passion to be part of a dedicated working team. You will need to be hardworking, fun and always ready to work with a smile on your face.

Benefits:

- £9.19 - per hour (including annual leave entitlement)
- Personal development opportunities
- Gaining essential knowledge and experience to further your career options
- Building verbal communication skills
- Working as part of a team

Duties and responsibilities:

Approach

1. Flexible and outgoing in your approach to the job. The majority of shifts are in a loud and busy nightclub environment and you need to be comfortable and approachable whilst working in these kinds of surroundings.
2. Work well within a fast-serving bar team providing mutual support to your colleagues.

3. Present yourself for work in a clean and tidy fashion, wearing the stipulated uniform which will be clean and ironed or wearing the theme dress as required.

Service

4. As you will have considerable contact with customers, you will need to act in a polite, courteous and helpful manner. At all times you will be concerned with ensuring that customers are satisfied with the service received.

5. To operate tills, take cash and give change in line with set procedures.

6. To act as an information point for guests about our bar promotions and events in the SU Bar.

Environment

7. To handle cash, stock and equipment in a secure manner.

8. To record wastage in line with bar procedures.

9. To assist in the maintenance of bar displays and merchandising as required.

10. To keep the bar and public areas clean and tidy before, during and after opening hours and to undertake cleaning duties as required.

11. To dispose of rubbish in the correct manner in line with our recycling objectives.

Training and support: All bar staff will be given introductory training explaining the role and responsibilities and covering the basic skills required to undertake the role. Ongoing in-depth support is available throughout the year from the Bar Managers and Sabbatical Officers.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- teamwork
- organisational skills
- verbal communication
- time management
- decision making
- IT
- community awareness
- problem solving
- numeracy
- networking

For further information contact:

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