



## **Bar Manager Job Description**

**Salary £24,960**

**30 hours per week**

The Blue Bell is looking to appoint a part-time Bar Manager to lead on all aspects of the wet service including Front of House duties. They will be expected to be on site for two evenings each week and one day at the weekend. They will also need to devote some time to cellar management and stock ordering, and to be on site on Tuesdays to deal with major weekly deliveries.

The Bar Manager will be responsible for ensuring that the bar is adequately staffed at all times, that staff and volunteers are trained in all aspects of bar and restaurant service, hygiene, and cellar management as necessary.

Applications from candidates wishing to job share are welcome.

### **Job Requirements**

- Ensure adequate wet stock at all times, minimising wastage and unnecessarily tied-up capital.
- Ensure that all cellar and bar equipment is maintained and hygiene routines are observed.
- Ensure that cleaning is completed (whether by paid staff or volunteers) each morning prior to opening the Blue Bell (seven days a week).
- Maintaining hygiene and health and safety records for the pub operation.
- Ensure that the pub is adequately staffed at all times, whether by volunteers or paid staff. This is likely to be in coordination with a volunteer manager.
- The Bar Manager will also manage the front of house staff serving food.
- Ensure that all pub staff and volunteers succeed in necessary training.
- Ensure the Blue Bell meets all of its licence obligations, noise limits and health and safety requirements, and is a good neighbour.
- Maintain the profitability of the wet operation at the Blue Bell, meeting targets agreed from time to time with the CBS Management Committee.

The Bar Manager will need to be on site at the Blue Bell as follows:

- Day of their choosing: For cellar management and stock ordering (ca 3 hours)
- Tuesday: to manage the main weekly delivery of stock (2 hours)
- Thursday: To open and close the pub operation (5pm-11.30pm)
- Friday: To open and close the pub operation (4pm-11.30pm)
- Saturday: Split shift to open the pub for breakfast service and for the evening (8am-noon, 5pm-11.30pm) or Sunday: To open and close the pub operation (11am-9pm)

When on site during service, the Bar Manager will lead the service operation, working at the bar themselves as necessary, providing a warm Blue Bell welcome to all customers, managing any difficult situations and providing on the job training and guidance to volunteers and staff.

### **Skills and Experience Required**

- Experience of managing staff and volunteers
- A Level 2 Food Safety qualification or higher
- An understanding of cost/profitability
- Experience of working in a busy service environment
- Experience of excellent customer service

The ideal candidate(s) will be expected to demonstrate an understanding of the vision, mission and objectives of The Blue Bell and to take an active and positive role in furthering these aims.

Specifically, to:

- Be financially viable
- Promote community owned pub-café-hubs generally and The Blue Bell in particular
- Encourage volunteering opportunities and support volunteers
- Support events, group/club activities and other community engagement projects
- Welcome a diverse customer base and seek to expand inclusivity wherever possible
- Substantially reduce The Blue Bell's carbon footprint

### **How to apply**

Email [info@bluebellstokeferry.org](mailto:info@bluebellstokeferry.org) for more information.