Bar Supervisor

Candidate Information Pack

May 2022
About us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge. The College is home to a community of some 80 Fellows and 500 students, around 450 of which are housed in College-owned or College-managed accommodation. The College employs around 110 staff.

The College exists to provide and promote undergraduate and graduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

Food and Beverage services

The College provides a wide range of catering services to its members (students, alumni and Fellows) and staff as well as to external conference clients. Daily cafeteria meals are provided for students as well as Formal Hall dining during the university teaching term. The College has a student bar open several nights a week which can also be used as a venue for specific events.
Role Summary

The College seeks to appoint a committed, proactive bar supervisor. The role will be to promote the college bar and engage with our student population. Hire and train staff, and ensure that patrons are receiving excellent drinks service. You will also manage inventory and resources, plan promotional events together with student representatives, ensure that quality and safety controls are followed, maintain current licenses and update vendor contracts, create staffing schedules, and set business objectives to manage gross profit margins and maximise customer satisfaction. You should also be able to work with diverse personalities and diffuse tense situations as they arise.

In order to succeed as bar supervisor, you should be observant and have the ability to think critically and efficiently. You should be a skilled communicator with problem solving, observation, and interpersonal skills. Manage the business aspects of the bar, such as holding a current alcohol license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals.
Job Description

Main Duties and Responsibilities

• To provide bar and beverage services.

• To maintain standards within the bar, whilst being responsible for working within the Buttery To serve Fellows, Students and Staff, at Conferences, Banquets and Weddings

• To provide a smooth and efficient service through direct management of all staff and ensuring all staff under your control are fully conversant and trained in their responsibilities. This includes direct management of;
  o The College Bar
  o Bars for Weddings
  o Bars for Commercial Lunches & Dinners
  o Bars for Conferences
  o Staff training
  o Staff Welfare
  o Ordering
  o Stock Control
  o Financial management of the department

• To delegate, and implement all health Safety and Hygiene procedures that are received from the College Management.

• To support the Buttery as the position is a dual role and this involves serving and supporting events throughout the year

GENERAL:

• To maintain good relationships with Fellows, students, commercial clients, customers and suppliers
• To be responsible for ordering all products that are directly required by the department and to service the business to the standard required
• To abide and be aware of college policies
• To attend meetings where required
• To manage the supply and distribution of all Bar Products

PERSONNEL:

• To ensure there are adequate staff for each service by implementing all rotas, typically of casual staff who on occasion are asked to help with the bar
• To consult with the Head of Catering Services for bar staff vacancies.
• To devise and implement a Departmental Training Plan and carry out on job training for all staff.
• To process timesheets, checking hours and overtime, and pass them to the Head of Catering Services for authorisation
• To ensure that all staff under your control maintain high standards of personal hygiene at all times.

FINANCIAL & SECURITY:

• To take responsibility for the attainment of departmental budgeted financial performance
• To maintain a high degree of security in the areas under your control and to inform management immediately of any pilfering or shortfalls in delivery
• To ensure that all staff have left the premises before they are secured
To ensure that everything is locked up and unnecessary electrics are turned off on leaving (lights etc)

To be responsible for all cash handling procedures in your department

To be aware of any purchase price changes and adjust the selling prices accordingly after consulting the Head of Catering Services

To be aware of any security flaw in the Department and report it to the management accordingly

To carry out stock takes on all products (monthly)

HEALTH & HYGIENE:

- To maintain a high standard of hygiene required by the Food Safety Act 1990 & The Food Safety (General Food Hygiene) Regulations 1995.
- To check that all areas within your department are kept in a clean and presentable state.
- To ensure that all hygiene schedules are completed, copies signed and filed in line with requirements
- To carry out all departmental Risk Assessments, maintain the records and act on any findings with these assessments

OTHER:

- Any reasonable request made by the Head of Catering Services.

LATERAL RELATIONS: Kitchen, Buttery, Fellowship, Conference Office, Maintenance, College Porters, Domestic Team, Computer Office, Bursary and all other Departments within the College.

EXTERNAL RELATIONS: Customers, nominated suppliers and representatives of companies on our supplier list, outside contractors from within the department or from other College departments

The above is not an exhaustive list and other requirements may emerge as necessitated by changing roles within the College and its overall objectives

Person Specification

Education/Qualifications

- Educated to A level standard or equivalent with an excellent command of written and spoken English.

Knowledge and Experience

1. Numerate and literate to GCSE standard or equivalent
2. Knowledge of financial procedures for cash handling is required, and knowledge of stock taking procedures would be an advantage
3. Previous experience of bar service is desirable
4. Good knowledge of drinks and food trends and basic knowledge of wine is desirable
5. Basic knowledge of COSHH, H&S, Basic Food Hygiene is required; training will be given
6. Experience of working within a Cambridge College is desirable but not essential

Personal skills and abilities

- Reliable and enthusiastic, with a ‘can do’ attitude and significant experience in a customer facing role
- Ability to work well when under pressure
- Ability to work as part of a team and provide cover when necessary, but also able to work alone using your own initiative
- Ability to operate an EPOS till
- Personal licence holder is desirable but not essential
Remuneration and Benefits

Remuneration
The post could be full-time, working an average of 40 hours per week as part of the Buttery two week rota, five days out of seven. Or part time working an average of 24 hours a week and be solely focussed on the Bar.

The post is offered at a salary of £23,963 per annum for full time or £14,378 for 24 hours a week.

A uniform will be provided

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro rata for part time members of staff.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributionary options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months’ service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers

Probationary Period/Notice
There will be a six-month probation period. The notice period for this position is one month.
How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Mrs Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:
HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG
Explain your interest in the position and how you fit the role as described in the Job Description/Person Specification, in a covering letter.

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward.

Interviews
The interview date is yet to be confirmed