



Bar Supervisor

Title: Bar Supervisor
Your Employer: Salford Diocese Clubs Trading Company Limited
Your line manager: The Centre Manager

General Description:

To supervise the service of the bar and premises in the absence of the Manager within the guidelines laid down in the employee handbook, the manager's policy document and other notices.

Specific Responsibilities:

Staff supervision

- To supervise the bar staff team so that they complete their duties correctly.

Bar and cellar responsibilities

- To operate the bar in an efficient, professional and friendly manner so as to provide an excellent standard of customer service
- To ensure that the bar area are kept clean and tidy by ensuring that staff complete a rota of duties and by completing such tasks yourself.
- Observe licensing laws at all time and ensure members and visitors behave in a satisfactory manner.

Premises supervision

- At all times ensure adequate security of the premises, staff stock and cash, that all security measures are observed and any faults or inadequacies which could affect security are reported to your line manager immediately.

Cash and Stock management

- To manage all cash floats and cash takings within the guidelines laid down by your employer.

Health & Safety

- To ensure that you are familiar with the risk assessments and safety procedures for the events and activities for which you are responsible.
- To ensure that all health and safety procedures are communicated to staff and users and are always maintained in operational practices.
- To familiarise yourself with and follow all the health and safety guidance and instruction contained in the company's 'Supervising premises and managing crisis handbook'

General good practice

- To conduct yourself in an orderly, honest and sober state at all times in the undertaking of these duties and any others, which may be required from time to time.
- Ensure the bar is well presented, stocked and products are effectively displayed so as to maximise sales opportunities and profitability and instil confidence in customers.
- Carry out all reasonable requests made from time to time by senior management which enhances the Centre's reputation and service to the local community.

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to a Disclosure by the Disclosure and Barring Service.

I accept and agree with the details contained in this job description.

Signed by Employee:	Date:
Signed by Employer:	Date:

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures

<https://www.catholicsafeguarding.org.uk/>

Signed by Employee:	Date:
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