

Job Description and Person Specification

Job title:	Bar Deputy Manager
Directorate:	TBA
Service:	TBA
Team:	TBA
Post number:	TBA
Salary grade:	F
Work location:	Shaw House, Church Road, Newbury
Reports to:	Commercial Project Manager or House Manager
Supervises:	Weddings Support

Job Purpose

To oversee the running of the bar and all associated responsibilities, including stock and staff, for events at Shaw House.

Main Duties and Responsibilities

- Responsible for smooth running of the bar during events at the house where a bar is required
- Responsible for set up of bar and all bar stock on day of the wedding prior to wedding start time
- Responsible for liaising with bar suppliers, ordering stock, checking stock and managing and being accountable for stock levels
- Line-management responsibility of bar staff during event
- Training of new bar staff
- Developing process for bar management and events
- Responsible and accountable for reconciliation of till and merchant terminals
- Serving customers with a smile
- Monitoring and maintaining correct stock levels of drinks and glasses during event
- Been secondary point of H&S at house when wedding events are in progress, including fire warden and first aid (all necessary training will be given)
- Been secondary responsible person for lock-up and securing the house at the end of the event as per guidelines and training
- Handover to another bar deputy manager
- Opening up house as secondary support on day of wedding (split shift so if opening then another wedding deputy manager will close up)
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

- Dealing directly with members of the public as guests at events at Shaw House
- Supervision of bar staff

Person Specification	
Qualifications	Essential/ Desirable
GCSE grade C in English, Maths and ICT or equivalent	E
Personal License – Alcohol License	D
Food hygiene certificate	D
Experience	
Experience of working behind a bar	E
Experience of working in heritage building	D
Experience of working with public and providing outstanding customer service	E
Experience of line management of bar staff	D
Knowledge and understanding	
Sound knowledge of events industry would be an advantage	D
Knowledge and understanding of how to run a successful and profitable bar	E
Cocktail making	D
Stock control and management of bar	E
Skills and abilities	
Ability to use electronic till and merchant card terminals	E
Ability to manage staff and suppliers	E
Ability to communicate effectively with a wide range of people verbally	E
Ability to be able to diffuse tense situation in friendly manner	E
Negotiating skills	D
Work-related personal qualities	
A friendly and approachable manner with customers	E
Ability to work on own and under pressure	E
Ability to work to tight timescales	E
Strong organizational skills and can do / problem-solving attitude	E
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No
Must be available to work predominately Friday and Saturdays including evenings. Role will be split between a pool of 2/3 bar staff. Must be willing to work any of following shifts:	E

<ul style="list-style-type: none">• Main – 8:30am – 8:00pm• Morning – 8:30am – 2:30pm• Evening – 7:00pm – 1am <p>Shifts will be alternated and scheduled between the bar managers on a rota where you generally have at least 2 months' notice.</p>	
Must be aged 18+	E