



1 Main Conditions of Service

Job title:	Assistant Bar Manager
Department:	Bar
Responsible to:	Bar Manager
Reports on a day to day basis to:	Bar Manager
Responsible for:	Some supervision of casual Bar staff
Salary:	£10 per hour
Hours of work:	35 hours per week

The hours will normally be worked on a 5 days out of 7 basis, including evening and weekend work, in accordance with the rota supplied by the Bar Manager.

Whilst during term time working hours will usually be Tuesday to Saturday evenings, work patterns may vary during conference periods, according to the needs of the College.

Leave entitlement:	25 days and 8 additional bank holidays
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In addition to public holidays, this appointment carries with it a leave entitlement of 25 days.

5 days of the entitlement are to be taken during the College's Christmas closure period and 5 days during the Easter closure.

Other benefits:	A meal free of charge, when served, on days on which the post-holder is on duty; parking on site; season ticket loan; free use of the College gym
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Appraisal:	This post is subject to the College's appraisal procedures
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Probation:	The post is subject to a six-month probationary period
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Notice:	This appointment may be terminated by either side by giving one month's written notice (one week during probation).
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2 Purpose and Duties of the Post

2.1 Purpose

To be part of a team that is responsible for the successful operation and maintenance of the Bar, and that will provide the highest levels of service to customers using the Bar facilities (e.g. conference delegates, students, etc.). The post holder will also ensure that the Bar promotes a professional and positive image of the College at all times.

2.2 Main Duties

Bar Service

- To be responsible for selling and serving alcoholic and non-alcoholic drinks to customers in the Bar, and at conferences/ events/ receptions held in the Hall and elsewhere in the College.
- To be responsible for running the Bar in the absence of the Bar Manager.
- To supervise casual Bar staff when required.
- To provide a full range of Bar service at College events/ receptions not held in the Bar. This will include setting up tables, washing glasses, etc.
- To serve hot drinks and food as required.
- To be responsible for the smooth running of the Bar during JCR Entz nights (usually four per term, held on either a Friday or a Saturday). You will be expected to work on all these nights, and will finish at 1.30am on three of these occasions and at 2.30am once per term.

Stock Handling/ Finance

- To assist with the handling and correct storage of deliveries to the Bar.
- To be responsible for maintaining adequate stock levels within the Bar.
- To be responsible for cash handling of Bar sales at events/ receptions held elsewhere in College.

Bar Maintenance/ Presentation

- To be responsible for maintaining the Bar area and shelves to the required standards of cleanliness and hygiene.
- To assist with the cleaning of the three Cellar Store Rooms.
- To be responsible for cleaning the pipes on a regular basis.
- To remove and wash the bar mats on a weekly basis.

General

- To undertake such other duties, consistent with the purpose of the job, as may be assigned from time to time by the Bar Manager or their nominee.

3 Person Specification

Personal attributes based on the duties of the post	Essential (E) or Desirable (D)	Evidence
Qualifications:		
Relevant bartending qualification	D	1, 2, 3
Personal Licence holder	D	1, 2, 3
Relevant service qualification	D	1, 2, 3
Food safety and hygiene qualification	D	1,3,3
Experience/Knowledge:		
Experience working within a busy bar	E	1, 2, 3
Knowledge of current licensing legislation	D	1, 2, 3
Barista experience	D	1,2,3
Skills:		
Excellent interpersonal and communication skills (oral and written), including a high standard of spoken English	E	1, 2, 3
Strong customer focus	E	1, 2, 3
Ability to work to deadlines	E	1, 2, 3
High level of accuracy and attention to detail	E	1, 2, 3
Ability to work without supervision and under pressure	E	1, 2, 3
Ability to work flexibly and as part of a team	E	1, 2, 3

Evidence: (1) = Application, (2) = Interview, (3) = References

4 General Information on St Catherine's College

Although one of the newest and largest colleges within Oxford, St Catherine's College can trace its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where: *"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it"*.

This mission was achieved by allowing students the opportunity to study at Oxford without having to be a member of a College, which was prohibitively expensive. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are proud to be able to trace our foundation back to such an exciting movement and our ethos today still reflects those original values.

Our modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Alan Bullock. Our grade 1 listed buildings, located in a peaceful setting adjacent to the University Parks, were designed by Danish architect Arne Jacobsen and attract visitors from around the world. The striking modern architecture, fittings and furniture, reflected a move towards the open, contemporary, culture that is still fundamental to our approach today. With a student population of over 500 undergraduates and 400 postgraduates, alongside a thriving community of visiting students, we're a diverse and vibrant College. The offices are a pleasant working environment, with a lively and friendly atmosphere.

The College has excellent facilities including a car park, gym, library, music building, squash and tennis courts, all of which staff are welcome to use. We operate a salary-sacrifice childcare scheme and season ticket loan.

5 Application Details

5.1 How to apply

All applicants are required to complete an **Application Form** and a **Recruitment Monitoring Form** available on the College's website www.stcatz.ox.ac.uk/category/vacancies

These forms can also be obtained from the Personnel Office (personnel@stcatz.ox.ac.uk).

Applications should be sent, by email attachment, to personnel@stcatz.ox.ac.uk

5.2 Closing Date

The closing date for the receipt of applications for this post is **midday on Tuesday 12 October**. We reserve the right to close the post early if sufficient applications are received.

5.3 Referees

The application form will ask for the name of two referees, one of which should be your current or most recent employer. Your referees will not be contacted unless you are offered the position.