



CHRIST CHURCH

UNIVERSITY OF OXFORD

Job Description

TITLE: Casual Bar Person

GENERAL: Christ Church expects its staff to provide a *high* level of service in their role when undertaking their duties as designated by the Buttery & Wine Cellar Manager.

Should it be necessary, for the smooth operation of Christ Church, you will from time to time be expected to work in different areas of the premises. Flexibility is a pre-requisite of the post; this will include evenings and Saturdays.

ACCOUNTABILITY: to the Buttery & Wine Cellar Manager

HOURS: Variable hours, as per the instructions/roster set out by the Buttery & Wine Cellar Manager

DUTIES:

- i. Prepare bar ready for service and complete close-down jobs.
- ii. Provide a high level customer service at all times in a friendly and professional manner and maintain a safe environment at student events.
- iii. Ensure correct charges are made and payment received using the till.
- iv. Operate good stock controls to ensure minimum wastage.
- v. Follow health and safety procedures to ensure the welfare of both staff and customers.
- vi. Any other duties commensurate with the role.

Other Notes:

- a) You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (**Personal Protective Equipment**) at all times; If you are unsure about anything please ask the Buttery & Wine Cellar Manager or the Deputy Buttery & Wine Cellar Manager.
- b) It is important that you are always economical in the use of products and energy (**do not over-stock on cleaning materials; turn off all lights, turn down heating and close windows when leaving rooms if a room is empty**);
- c) To play your part in providing an inclusive working environment, promoting a positive attitude and pride in your work!

This list represents the principal duties only of a Casual Bar Person and flexibility and a willingness to help wherever required are both very important facets of the role. The Casual Bar Person can call upon the Buttery & Wine Cellar Manager to assist in resolving problems if in any doubt as to the course of action to be taken.

Please refer to your letter of engagement for matters relating to benefits.