



Role Profile

BAR SUPERVISOR

Reference No.	A4788	Type	Individual
Service	Facilities Management		
Job Family	Technical 4	Grade	FC4

Purpose

Responsible for all activities in the bar and its surrounds. Organising and serving drinks, including drink receptions, table service, counter service. Supervising staff working in the bar. Ordering and storing stock. Cleaning pipes for draught products. Cash handling and following cash procedures.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Controlling hygiene, health and safety including security of the bar and its surrounds.

Following all licensing legislation.

Cellar management, including cleaning pipes.

Adhering to budget controls, record keeping e.g. ordering of supplies, stock control and 4 weekly collation of sales and purchases as well as completing required paperwork including electronic returns.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E	D
---	---

Understanding of health and safety requirements

✓	
---	--

Understanding of HACCP procedures

✓	
---	--

COPC certificate or relevant experience

✓	
---	--

Holder of personal licence

	✓
--	---

Previous experience in a similar role

✓	
---	--

Manual handling training

✓	
---	--

Administration skills

✓	
---	--

Literacy skills

✓	
---	--

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Numeracy skills Costing experience IT skills	✓ ✓ ✓	
Directing and supervising of employees within the bar as required and operational control of service (including allocation of duties, work rotas and training).	Communication skills Supervisory skills People management skills Team working skills Organisational skills	✓ ✓ ✓ ✓	
Handling cash and card transactions and reconciling tills as per financial procedure.	Cash handling experience in a similar role		✓
Key holder, securing building at the end shift.	Experience in a similar role		✓
Face to face interaction with members of the public, ascertaining their specific requirements and dealing with queries.	Customer service training or experience in a customer facing role		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>