



Role Profile

Job Title: Bar Assistant	Role Profile Number: P/A
Grade: J	Date Prepared: 30.11.2018
Directorate/Group: Operational Services	Reporting to: Head Chef
Structure Chart attached:	No

Job Purpose

- To assist in the service of food/beverages/alcohol at the hotel and Conference Centre

Key Accountabilities

- Serve customers with food. Beverages and alcohol
- Be responsible for cleaning/washing of all glassware, etc when on duty
- Be responsible for cleaning bar and public areas using materials and equipment as directed
- To change pumps, optics, etc as required
- To assist with the filling of vending machines
- Maintain appropriate, adequate stock levels ensuring correct storage
- Market products associated with the bar function
- Know current licensing legislation and ensure own compliance
- To ensure excellent standards of hygiene
- To ensure that you are aware of and comply with health & safety procedures
- To identify any training needs

Supplementary Accountabilities

- Undertake any other duties that can be accommodated within the grading level of the post as instructed

Knowledge & Experience

- Kitchen and cleaning experience
- Food service experience
- The post holder will be required to work to a rota to ensure cover at all times

- Must be prepared to work weekends and bank holidays

Qualifications

- COSHH
- Food Hygiene to the appropriate level

Decision Making

- Prioritising tasks based on workload

Creativity and Innovation

- Ability to work on own initiative

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Cleaning and bedroom servicing • • 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>None</p> <p>None</p>
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Contacts and Relationships

- The role involves verbal communication with hotel and conference centre users, park users and the Lydiard Park Team

Other Key Features of the role

The role involves regular unsocial hours. This can include weekends and bank holiday working. It is a manual role and the ability to use cleaning equipment is required as is physical ability to receive and store correctly any deliveries and vending stocks

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	