Job Description: Bar Shift Leader

Responsible to: Bar Managers/Catering Manager

Rate of pay: £8.75 per hour

Purpose: To ensure that customers receive a high quality service, including high quality of hygiene, health and safety and cleanliness. To assist in operational running of the bar, including stock and financial control, staff supervision and training.

Duties:

**Supervise the smooth running of the bar:**

- Ensure that bar is open on time and ready for business
- Ensure excellent front of house service, guide and support staff throughout the shift to maintain speed of service and cleanliness of bar and bar area.
- Keep staff busy and productive at all times.
- Ensure staff meet required standards
- Maintain cellar
- Regular liaison with Bar Managers and Catering Manager
- Complete daily paperwork to ensure safe running of the bar, to meet legislative requirements, and monitor standards throughout shifts
- Pre-empt and actively respond to problems that arise and keep management team up to date
- Close bar on time and ensure end of day jobs are completed, staff are signed off, all back and front of bar areas are checked and secured and that all is in order for service the following day.
- Clean and maintain all equipment and notify management of any issues
- Cash up tills following cashing up procedures
- Leave feedback on shift for management team and next shift
- Attend staff meetings as required
Stock and Financial Control:

- Follow till and cashing up procedures and ensure all staff are following these correctly
- Detailed check of deliveries for accuracy and quality
- Ensure stock is received and secured in cellars on delivery
- Ensure stock rotation is used appropriately and correct storage method applied to each product
- Record wastage
- Perform regular stock control

This is not an exhaustive list and you may be requested to undertake any other duties of a similar nature.