

JOB DESCRIPTION – BAR PERSON

1. JOB PURPOSE

To assist the Steward in the running of the Licensed Bar Area.

2. DUTIES AND RESPONSIBILITIES

- a) To serve customers at the Ratepayers Arms in a friendly and courteous manner.
- b) To strictly adhere to all Licensing Laws regarding permitted hours, underage drinking, drunkenness etc.
- c) To assist with cleaning duties as required.
- d) To assist with stock rotation and remove and record any out of date stock.
- e) To observe all Health & Safety rules with regard to food hygiene.
- f) To record any waste in the waste book at the time of wastage.
- g) To ensure all transactions are put through the Bar tills
- h) To report any concerns or bad practises to the Steward or the Town Clerk.
- i) To report any incidents, injuries to employees or members of the public to the Steward or Town Clerk.
- j) Any other duties as are commensurate with the post.

3. SUPERVISORY RESPONSIBILITIES

There are no subordinates.

4. SUPERVISION RECEIVED

The post holder receives direct supervision from the Steward.

4. SPECIAL NOTES OR CONDITIONS

The post holder will be required to work evening and weekends.

The post holder will be required to wear a uniform.

The Post holder must be at least 18 years old