

Whitwell Parish Council
Job Description

Job Title: Bar Supervisor

Responsible to: Community Centre Manager

Responsible for: Bar Staff

Summary of Duties: To run the bar if and when required, for bookings, Community Centre/parish events, and on all occasions when requested by the Community Centre Management Committee or Centre Manager. Be responsible for the monies and stock in the bar. Also for the security and running of the Centre when on duty. This job requires heavy lifting.

Specific Responsibilities: To keep the bar and bar cellar stock and equipment in a clean and hygienic condition at all times.

To be responsible for the entire bar stock, stock rotation and regular stock takes, ordering and taking delivery of new stock. To make sure all stock is within its sell-by date.

Be responsible for all monies and card payments taken.

Responsibility for bar staff when on duty and staff training.

Responsible for bar staff rota.

To also be on duty at the Community Centre on occasions when a bar is not required.

To ensure the Community Centre is open on time for bookings when on duty, and ensure any equipment used is stored away after use.

To work if & when required on another site for Community Centre/Parish Council events.

To attend any training which the Council may identify and require in order to carry out any specialist aspects of work.

To project a proper image of the Whitwell Parish Council and the Whitwell Community Centre when dealing with members of the public and to assist with the keeping of a safe working environment.

To carry out other duties not mentioned above which are commensurate with the responsibilities of the post and required from time to time as requested by the Centre Manager or Clerk of the Council.

I have read and understood the details contained in this job description and agree that I will carry out the duties and responsibilities contained herein.

Signed.....Date.....
Job Desc Bar Supervisor | Feb-22

17.1.22