



**BADER INTERNATIONAL STUDY CENTRE
Queen's University (Canada)
Herstmonceux Castle
HAILSHAM
East Sussex BN27 1RN**

Part-time Bar Person

THREE evenings plus **ONE** day per week,
including some weekends

Experience preferred, own transport essential,
£6.30 per hour, plus holiday pay

For a job description and application form,
please phone: 01323 834444 or write to the
address above or Email to:

headbarperson@bisc.queensu.ac.uk

Closing date for applications
Monday 28th June

**THE BISC IS AN EQUAL
OPPORTUNITIES EMPLOYER**

Bar Staff – Job Overview

The Bader International Study Centre is part of Queen's University, Canada. Our aim is to provide exceptional academic programmes for undergraduate and post-baccalaureate law students, as well as serving as a venue for international conferences, meetings, corporate events and other functions as time and space allow.

Reporting to: Bar Manager

Job Summary

- To ensure that the provision of licensed facilities is undertaken in a professional manner
- To ensure that the Pub is a social and pleasant environment for residents of the ISC in liaison with appropriate ISC departments

Primary Responsibilities

- To be responsible and accountable for the cash float and correct takings at the end of the shift
- To conduct liquor related business at the ISC in accordance with the laws of England and Wales
- To ensure that all areas and equipment used for the purpose of storage and dispensing are properly maintained in accordance with regulations
- To comply with current Health & Safety at Work Law
- To monitor student behaviour and alcohol consumption. Any student / customer deemed to be drunk or behaving in an unruly manner will be refused service.

Required Experience/Qualifications

Experience in bar work preferred, but full training will be provided.

Necessary Skills

Good human relations skills. Numerate and literate.

Bars Staff – Duties

The following outlines the tasks to be undertaken during the time at work. You will be allowed discretion in deciding how best to accomplish the work required on days when there is no supervision.

Responsibilities include:

1. To open and close bar in accordance with established security procedures.
2. To serve all customers in a polite and efficient manner and to ensure proper supervision of customers in the pub and bar areas to prevent excess alcohol consumption and / or unruly behaviour.
3. Maintain a reasonable state of tidiness and cleanliness behind the bar and in the pub.
4. Change gas, kegs and optics as required. Maintain soft drink and mixer levels by bottling up regularly.
5. Ensure pub area is vacated and all drinks finished by 23.20 (22.50 Sundays), and adhere to any extended licence hour legislation.
6. Assist in cleaning the bar, cellar and ancillary areas as required.
7. Cash up in accordance with current procedures.
8. Clean furniture, clear and clean cupboards behind bar. Glasses and optics to be removed and shelves cleaned in accordance with schedule.
9. Assist as required with set up and break down of functions.
10. Any other duties that may be reasonably required.