

## **JOB DESCRIPTION**

### **PURPOSE**

The Bar Person assists the Bar Manager in ensuring the smooth running of the bar on a rota basis, providing an efficient and polite level of service to all clients.

### **MANAGEMENT**

The Bar Person is responsible to the General Secretary under the line management of the Bar Manager.

### **LOCATION**

The Bar Person is based in the Conference Centre at NASUWT Headquarters, Hillscourt Education Centre, Rose Hill, Rednal, Lickey, Birmingham B45 8RS.

### **RESPONSIBILITIES OF ALL POSTS**

All post holders must undertake their responsibilities in such a way as to:

- promote the NASUWT's organising agenda;
- recruit and retain members of the NASUWT;
- promote the NASUWT and its policies;
- promote equality of opportunity.

### **PRINCIPAL RESPONSIBILITIES**

1. To undertake tasks relevant to the provision of providing efficient and friendly Bar services including:
  - assisting in the stocking of shelves and fridges;
  - assisting in maintaining the required level of cleanliness in all bar and cellar areas using the cleaning schedule as a guide;
  - cashing up at the end of each evening shift and paying monies into Reception for secure keeping;
  - checking the bar float at the end of each evening shift and reporting any discrepancies to the Bar Manager;
  - providing an efficient and friendly service to Conference Centre clients;
  - changing barrels in the cellar following agreed procedures and practices;
  - taking orders for, and overseeing the service of, bar food as required.
2. To work in co-operation with the staff of other Headquarters teams and Centres on projects and initiatives with shared interest.
3. To undertake any other reasonable duties requested by the General Secretary.