



## **Job Description**

**Job Title:** Bar Supervisor  
**Department:** F&B  
**Responsible To:** F&B Manager

### **Job Summary:**

As a member of the Food and Beverage Team, our staff and guests expect an individual whose appearance, clothing and general demeanour reflect the high standards of the Oxfordshire Golf Club.

Attitude should be one of confidence and professionalism, whilst recognising that the guest satisfaction through employee service and performance is of paramount importance.

Responsible for the day-to-day operation of the spike and lounge bar including terraces. Emphasis will be placed on both achieving and maintaining high standards at all times. Maximised revenue through up selling, with strong customer-focus and awareness and concern for staff welfare and development all feature highly in the portfolio of skills requisite to this position.

### **Main Duties & Responsibilities:**

- 1) Responsible for the day to day running of any given section.
  - 1 To develop your team through continuous training, communication and motivation to maximise their potential and the success the operation.
  - 2 To liaise with the personnel department and Food and Beverage Manager in the recruitment and selection process for any future vacancies within the company.
  - 3 To ensure that the budget targets for revenue, payroll and operation expenses are adhered to for the Bars.
  - 4 Liaise with the Food and Beverage Manager and your team to ensure that all agreed standards of food presentation and service are maintained consistently.
  - 5 To maximise any opportunities for increasing the revenue in bars.
  - 6 To fully support the other Food and Beverage outlets by ensuring a pro-active approach to guest care at all times.

### **Operational Duties:**

- 1 To liaise with Food and Beverage Manager to ensure adequate cover for the Bars on the weekly rota.
- 2 To ensure the Bars are maintained in a clean and tidy state at all times prior to guest arrival.



- 3 To encourage your team to have a responsible attitude for looking after the Bars equipment and ensure that regular inventories are organised and properly counted for.
- 4 To ensure that the Bars menus and beverage list are up-to-date, liaising with the Food and Beverage Manager.
- 5 To be fully responsible for all bars billing procedures whilst on duty, liaising with all Restaurant staff to ensure all pre-dinner and post dinner drinks are correctly charged and signed.
- 6 To ensure that the end of the shift cashing-up procedure is fully and accurately completed and that all room charges and Club Members have been validated with the correct guest signature.
- 7 To ensure that Bar staff on duty are wearing the correct uniform and to the correct standard.
- 8 To ensure that all procedures regarding setting up and organising the daily tasks are implemented and followed-up.
- 9 To ensure that Bar beverages are properly secured each evening and that bars are left clean and tidy.
- 10 To monitor your daily revenue and investigate any discrepancies at the earliest opportunity so we can rectify if need be.
- 11 To have due consideration for any Health and Safety and employee welfare issues relating to your team and act on their behalf.
- 12 To attend morning briefing and Department meeting in the absence of the Food and Beverage Manager.
- 13 To actively encourage your team to use guest names and to up-sell at any opportunity.
- 14 To be hands-on and pro-active by working with them at all times by anticipating our customers' needs and wants.
- 15 To ensure that all bar staff are well trained with the Micros system by giving regular training.

### **General Duties and Responsibilities:**

- 1 To Carry out any reasonable additional duties as may be required by your Head of Department .
- 2 To ensure a high level of liaison and communication is maintained between other departments within the Golf Club
- 3 At all times maintain the highest standard of personal hygiene and appearance.
- 4 To ensure that you're uniform is smart, regularly laundered and correctly worn at all times.



**Health and Safety:**

- 1 To maintain an awareness of all Health and Safety requirements, as outlined in the Health and Safety at Work Act 1974
- 2 To ensure awareness of the Oxfordshire Golf Club Fire and bomb evacuation procedures.
- 3 To understand and follow the Fire evacuation procedures.
- 4 To remain constantly vigilant and aware of security, reporting any suspicious event or person.
- 5 Compliance with all Club, Hotel and Leaderboard policies and procedures and legal requirements e.g. health & safety, hygiene, fire prevention, employment law, etc.
- 6 To undertake any other duty and responsibility considered to be consistent with the role.

**This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority.**

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Bar Supervisor** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name

(PLEASE PRINT):

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Signature:

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Date:

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