



**Job Title:** Bar Staff

**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 demeanor reflect the high standards of The Oxfordshire.

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 bar in which you are working your shift (spike or 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.

This is a full time role of 40 hours per week, working 5 out of 7 days, it does include weekend availability.

**Main Duties & Responsibilities:**

- Responsible for the day to day running of any given section.
- Liaise with the Food and Beverage Manager to ensure that all agreed standards of food and beverage service are maintained consistently.
- To maximise any opportunities for increasing the revenue in bars.
- 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 ensure the Bars are maintained in a clean and tidy state at all times prior to guest arrival.
2. Possess a responsible attitude for looking after the Bars equipment and ensure that regular inventories are organised and properly counted for.
3. To ensure that the Bars menus and beverage lists are up-to-date, liaising with the Food and Beverage Manager where appropriate.



4. To be fully responsible for the 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.
5. 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.
6. To ensure that all procedures regarding setting up and organising the daily tasks are implemented and followed-up.
7. To ensure that Bar beverages are properly secured each evening and that bars are left clean and tidy.
8. To monitor your daily revenue and investigate any discrepancies at the earliest opportunity so we can rectify if need be.
9. To use guest names and to up-sell at any opportunity.
10. To be hands-on and pro-active by working with customers at all times by anticipating our customers' needs and wants.
11. To ensure that all bar staff are well trained with the Micros system by giving regular training.
12. General Duties and Responsibilities:
13. To carry out any reasonable additional duties as may be required by your Head of Department.
14. To ensure a high level of liaison and communication is maintained between other departments within the Hotel and Golf Club
15. At all times maintain the highest standard of personal hygiene and appearance.
16. To ensure that your uniform is smart, regularly laundered and correctly worn at all times.



**Benefits:**

- Company pension
- Discounted or free food
- Employee discount
- Gym membership
- On-site parking
- Sick pay

**Schedule:**

8 hour shift  
Weekend availability

**Supplemental pay types:**

Tips

**Ability to commute/relocate:**

Thame, OX9 2PU: reliably commute or plan to relocate before starting work (required)

**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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