

<b>Killamarsh Parish Council JOB DESCRIPTION</b>
<b>Post</b>
<b>Responsible to</b>
<b>FTE Salary as at 1/4/18</b>
<b>Salary Grade Band</b>
<b>Hourly rate as at 1/4/18</b>
<b>Scale Point</b>

Senior Bar Worker
Catering & Bar Manager via the Bar/Catering Supervisor
£17,007
C 11 to 14 (From £17,007 to £17,681) Full time
Scales change and salary per annum increases from 1/4/19
NEST work related pension option provided
£8.82-£9.16
£9.55 to £9.74 per hour from 1/4/19
11 £17,007-Pro rata £5,516

<b>Hours of Work</b>
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12 hours per week which will include one evening during the week and late Saturday evening depending on bookings
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<b>Primary Function of the Post</b>
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To assist in the safe and efficient operation of the Parish Suite, Bar and dining areas, including the supervision of facilities, all activities/special events and the public
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<b>Main Responsibilities</b>
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To comply with all licensing laws, including weights & measures and environmental nuisance/noise
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<b>General Duties</b>
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| 1  | Serve all customers according to bar procedures   |
| 2  | Serve food and refreshments as directed by the management   |
| 3  | Prepare the bar area for service and undertake bar cleaning procedures during and at the end of a shift which includes movement of tables and chairs          |
| 4  | Maintain stocks of snacks and drinks on display and in store ensuring sell by/best before dates are not exceeded  |
| 5  | Deal with all cash and stock in accordance with bar procedures (e.g. wastage records and cashing up/bank reconciliations)                                     |
| 6  | Ensure a high standard of cleanliness is maintained throughout the bar and dining areas at all times, collecting glasses, cleaning tables, emptying bins etc. |
| 7  | Be familiar with the correct use & operation of all bar equipment   |
| 8  | Undertake basic food hygiene, personal license and first aid training to maintain relevant qualifications   |
| 9  | Be aware of and operate all routine procedures under health & safety regulations, food hygiene, fire evacuation, emergency etc.                               |
| 10 | Work as part of a team with other members of staff  |
| 11 | Support the bar/catering team with promotions, marketing, bar/catering facilities, maintenance and cleaning of all equipment                                  |
| 12 | Act as Responsible Person for the building and ensure the security of the building on exit  |
| 13 | Undertake any other reasonable duties associated with the operation of the bar and dining areas as may be required  |



**Notes:**

This is not intended to be a comprehensive definition of all the duties.
Employment within the Parish Council Community Centre involves a variety of duties and employees/workers must be prepared to adopt a flexible attitude to their work.
The post holder may be called upon to undertake other duties associated with the operations within the Bar and Function Suite
The Council reserves the right to require you to undertake other duties and responsibilities which do not change the character or purpose of the post

*This Job Description is issued as guidance on the duties and responsibilities which are applicable at this time*

**Signed-Post Holder** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed-Parish Clerk** \_\_\_\_\_

**Date** \_\_\_\_\_