



NOTTINGHAM  
GIRLS' HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

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| <b>JOB TITLE:</b>          | Bar Person   |
| <b>JOB PURPOSE:</b>        | To provide a friendly and efficient service within the bar at 'the space'. To dispense orders accurately and with courtesy to agreed standards   |
| <b>ACCOUNTABLE TO:</b>     | The Centre Manager   |
| <b>REPORTING TO:</b>       | The Bar Supervisor/Duty Manager  |
| <b>MAIN DUTIES:</b>        | <p>Assist the Bar Supervisor:</p> <ul style="list-style-type: none"><li>• Report for duty on time and in the correct uniform, ensuring a high standard of personal hygiene and grooming</li><li>• To ensure that the bar area is kept clean at all times</li><li>• Follow rigidly and observe all hygiene regulations</li><li>• Be responsible for the efficient dispensing and servicing of drinks and food if required</li><li>• To ensure the accuracy of all floats by checking them and reporting irregularities and assist with cashing up at the end of a shift if required</li><li>• To replenish stock at the end of a shift</li><li>• Remove refuse, sweep and mop out behind the bar at the end of a shift</li><li>• To communicate our services and facilities to guests as required</li><li>• To report any customer complaints immediately to the bar supervisor/duty manager</li><li>• To ensure that the guests' needs and requirements are met</li><li>• To ensure that all reasonable care is taken for the health and safety of yourself, other employees, guests and other persons on the premise</li><li>• To observe all safety procedures and rules.</li><li>• To report and where possible take action on incidents of accidents or damage</li><li>• To ensure that all fire doors are closed and that fire routes are kept clear at all times.</li><li>• To be aware and comply with the School's policies regarding: Fire, Health &amp; Safety, Hygiene, Food Hygiene, and Security.</li><li>• To read, understand and comply with your responsibilities as defined in the GDST Health &amp; Safety Policy and Staff Handbook.</li></ul> |
| <b>Health &amp; Safety</b> |  |
| <b>GENERAL:</b>            | <p>All school staff are expected to:</p> <p>Support and contribute to the school's responsibility for safeguarding students.</p> <ul style="list-style-type: none"><li>• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li><li>• Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li><li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li><li>• Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.</li></ul>   |

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|  | <ul style="list-style-type: none"> <li>Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul> |
|  | February 2019  |

**Person Specification: Bar Person**

**Qualifications, Experience, Skills and Knowledge**

**Essential**

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| Customer service experience in the hospitality/retail trade  |
| Awareness of current appropriate health and safety regulations   |
| Ability to work flexible hours, including evenings and weekends  |
| Good communication skills, demonstrating the ability to work effectively with a variety of people including staff, young people, visiting and resident professional and the general public |
| Ability work effectively under pressure  |

**Desirable**

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| An ability to understand the purposes of Safeguarding policies, procedures and guidelines within a school context |
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**Safeguarding**

Nottingham Girls’ High School is committed to the safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder will be required to keep their DBS certificate up to date via the on line update service and information will be provided on this.

**Salary:** £8.84 per hour on Zero Hours Contract

**Hours of work:** As and when required