



TRINITY COLLEGE
UNIVERSITY of OXFORD

Job Description

Bar and Café Assistant (part-time)

Summary of responsibilities:

Reporting to the Bar and Café Manager, the Bar and Café Assistant will work as part of a team to ensure the effective management and coordination of the College Bar and Levine Building Café.

Working to the highest standards, the Bar and Café Assistant will ensure consistently excellent customer service, while maximising commercial income for the College. This commercial focus must also be carefully balanced with the key objectives of the College and the need to provide a supportive and nurturing environment for Trinity students.

The team work shifts based on an operational rota and so the ability to work evenings and weekends is essential.

Key duties:

- Delivering an excellent beverage service at all times, ensuring the highest standards of customer service to students, staff and external clients.
- Working with other members of the team to manage the bar and cellar, including beer lines, keeping them hygienically maintained to a high standard.
- Organising all wine and drink for College functions
- Overseeing and thorough checking of stock deliveries.
- Abiding by licensing regulations.
- Providing assistance to the Catering Department at times when the College Bar is not open
- Ensure cash procedures are adhered to and strictly monitored, including preparation and calculation of beverage bills within all departments, and cashing up of tills.
- As required by the Bar and Café Manager, liaise with the Bursary to ensure invoices are forwarded promptly and are correct and that cash procedures are being adhered to.
- To adhere to security and safety responsibilities of the College Bar and Levine Café.
- Carry out basic cleaning as required due to drink spillages etc.
- Provide a drinks service at the Trinity College sportsground on a rota basis. This could also include preparing and clearing various functions in the sports pavilion as well as carrying out stock management.

The above list of duties is not exhaustive, and the post-holder may be required to carry out alternative tasks as instructed by his/ her line manager to ensure that the department can operate an efficient service at all times.

Hours of work: 30 hours per week, 5 out of 7 days.

Salary: £18,000 based on 30 hours per week.

April 2024