



TRINITY COLLEGE
UNIVERSITY of OXFORD

Job Description

Title	Deputy Bar and Café Manager
Department	College Bar & Cafe
Contract Type	Permanent
Specific Hours	40 hrs per week (including weekend and evening shifts)
Salary	£31,638
Reporting To	Bar and Café Manager
Working With	Bar and Café Customers (Internal & External), Events Team

Trinity College

Trinity College was founded in the sixteenth century in what was then a rural outpost, and which now forms the heart of Oxford's city centre. The college has developed over four and a half centuries into a vibrant and diverse educational community that has produced award-winning academics, successful leaders in the business, political and economic world, and passionate public servants, teachers and campaigners.

Our community of 450 students and 300 academics and staff come from more than 40 countries and form a community that is open, outward-looking, and supportive. Our ambition is for our community of students, academics and alumni to bring their talents to make a positive impact on the world – through their teaching and research, and through the many other passions and talents our community encompasses.

Summary of responsibilities:

Reporting to the Bar and Café Manager, the Deputy Bar and Café Manager is responsible for supporting the effective operation, management and coordination of the College Bar and Levine Building Café.

Working to the highest standards, the Deputy Bar and Café Manager will ensure consistently excellent customer service, while maximising commercial income for the College through the effective operation of the department.

While supporting the Bar and Café Manager, this position is also a key part of the operational rota and so the ability to work evenings and weekends is a pre-requisite.

Key duties:

The Deputy Bar and Cafe Manager will be responsible for:

Commercial development

- Delivering a high standard of service in both the College Bar and Levine Café, ensuring the highest standards of customer service to our students, staff, Fellows, visitors and commercial clients.
- Supporting the Bar and Café Manager with the development of a range of products and continually reviewing and develop new income streams. This commercial focus must also be mindful of the main focus and priorities of the College.
- Develop and maintain professional relationships with internal and external customers

Events management and customer service

- Working closely with the Events team in the planning and delivery of a range of College events as well as commercial functions; this can range from a small gathering of students to a large conference or wedding.
- Ensuring the team deliver to a consistently high standard of customer service and professional standards.

Bar operations and stock management

- Supporting the Bar and Café Manager with stock management, working to the highest standards in terms of alcohol and venue licensing.
- Ensure cash procedures are adhered to and strictly monitored, including preparation and calculation of beverage bills within all departments and cashing up of tills.

Essential Criteria

- Significant experience of café/bar operational work.
- Able to evidence experience of barista work.
- Evidence of a high standard of customer service and high standards of presentation
- Strong interpersonal skills and the ability to deal effectively with young people in a supportive and professional manner.
- Evidence of ability to supervise an experienced and dedicated team of staff.
- Willing and able to regularly work evenings and weekends.
- Willing to undertake a full operational role as part of a duty rota.

October 2026