



Job Description

Job Title:	Bar Manager
Reporting to:	Steward
Hours:	Part-time – 12 hours per week worked over any 3 days out of 7, on evenings and weekends in term time only*

**Term time runs from:*

- 1st Week – 8th Week in Michaelmas (autumn) Term
- 1st Week – 8th Week in Hilary (spring) Term
- 1st Week – 8th Week in Trinity Term.

This is a total of 24 weeks worked per year

Overview of the role

St Antony's College is seeking a friendly, reliable, and well-organised individual to run the College Bar under the direction of the Steward (front-of-house manager). This is a term-time only, part-time role, ideal for someone with bar or hospitality experience who enjoys working with students in a lively, welcoming environment.

The post holder will take day-to-day responsibility for the operation of the College Bar, leading a small team of casual staff, managing stock and cellar duties, and supporting the organisation of student and College events.

Main Duties and Responsibilities

Bar Operations

- Run the day-to-day operation of the College Bar, ensuring a clean, safe, and welcoming environment.
- Maintain compliance with licensing laws, health & safety requirements, and College policies.
- Carry out fortnightly line cleaning and ensure cleaning rotas are completed.
- Manage bar pricing, promotions, and basic marketing with guidance from the Steward.

Stock & Cellar Management

- Manage stock levels, ordering, and restocking.
- Maintain accurate stock control data, including weekly updates and termly stock takes.
- Handle barrel changes, cellar gases, and basic cellar maintenance.

Team Supervision

- Recruit, train, and supervise bar staff and ensure the engagement of all casual staff is in line with College policies
- Organise weekly staff rotas ensuring shift cover is cost-efficient, adequate and in accordance with service requirements.
- Check and sign-off casual work timesheets for authorisation by the Steward.
- Ensure staff follow all relevant College policies, health, safety, and licensing procedures.

Event Organisation & Support

- Plan, set up, and run the bar for student social events (e.g. BOPs), bar nights, and College functions and events.
- Liaise with student representatives and College staff to ensure the Bar supports the smooth delivery of events.
- Order additional stock and arrange bar set-up for special occasions.
- Attend termly bar planning meetings with the Steward, Operations Manager and Events Coordinators as required.

Compliance & Administration

- Keep accurate records of stock, rotas, and shift schedules.
- Ensure compliance with all relevant legislation, including GDPR, the Worker Protection Act, health and safety, changing and licensing regulations.
- Report equipment faults or maintenance issues promptly to the Steward.

Person Specification

Essential

- Experience working in a bar or similar hospitality environment.
- Team-player with the ability to supervise and lead staff during shifts.
- Strong understanding of licensing laws and bar operations.
- Good organisational and time management skills.
- Confident communicator with a proactive, positive attitude.
- Flexible to work evenings and weekends
- Willingness to hold a Personal Licence.
- Comfortable using IT tools such as Excel and POS/till systems.
- Good level of fitness as the position involves an element of manual handling

Desirable

- Previous supervisory or management experience.
- Knowledge of bar products, beers, and wines.
- Holder of a Personal Licence.
- Experience of working in a college, university, or student-focused setting.
- Experience with managing bar promotions, pricing, and events.