



12 Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG

## Role Description

<b>Role title:</b> Bar Supervisor	
<b>Main purpose of role:</b> To manage and play a crucial role in the smooth running of a licensed bar and event management where required.	
<b>Department:</b> Operations	<b>Location:</b> HaverHub, The Old Post Office, Quay Street, Haverfordwest
<b>Position reports to:</b> Management Team	<b>Position is responsible for:</b> Bar and Security Staff
<b>Hours:</b> 30 hours per week (to include evenings and weekends)	<b>Salary:</b> £11.00 per hour

### Main Duties

- Managing the business aspects of the bar, such as liaising with the DPS around licensing, negotiating supplier contracts, stock taking, ordering supplies, and managing budgets.
- Recruiting and training staff so that we operate a legal, safe, and welcoming premises.
- Creating effective schedules and quickly resolving conflicts/staff shortages to ensure the bar is well staffed during peak times.
- Setting and enforcing quality and safety controls.
- Working with diverse personalities from staff to patrons.
- Being a role model for our bar staff, in particular with THINK 25, BOBB and licensing regulations.
- Maintaining a fun, enjoyable and safe atmosphere for patrons.
- Liaising and working with the wider team, to ensure all events are well-planned and successful. From time to time, this may mean taking on additional responsibilities for some events.
- Acting as the Duty Manager for events as required.
- Willingness to work during peak hours, including evenings, weekends and bank holidays as needed.

**This list is just an indication of the main duties that will be expected of the role. From time to time, there may be amendments/additions/changes to this as required.**

**Last updated:** 04/10/2021

**Date of next review:** 04/10/2022



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## Person Specification

**Role Title:** Bar Supervisor

**Department:** Operations

The below person specification is an indication of the experience, skills and attributes that will be needed or are desired for the role. Training will be provided where needed.

Factor	Essential	Desirable
<b>Qualifications</b>		
▪ GCSEs including English and Maths at grade A-C.	✓	
▪ Personal Licence Holder.		✓
<b>Relevant experience</b>		
▪ Working well within a team, with the skills to be a leader.	✓	
▪ Use and management of POS till system and cash handling.	✓	
▪ Excellent customer service and problem-solving skills.	✓	
▪ Exceptional communication and interpersonal skills.	✓	
▪ Bar management experience.		✓
▪ Experience of running a team or managing staff.		✓
<b>Aptitude, skills and abilities</b>		
▪ Knowledge of Think 25 and legal licensing policies.		✓
▪ Good numeracy skills.	✓	
▪ Awareness of when and how to seek help and advice.	✓	
▪ Ensure that all relevant COVID-19 safety measures are adhered to.	✓	
<b>Personal attributes</b>		
▪ Friendly, sociable and welcoming.	✓	
▪ Commitment to HaverHub values.	✓	
▪ Welsh speaker.		✓

**Please contact us if you would like to have an informal conversation, if have any questions or if would like to arrange a visit.**

**We welcome correspondence in English or Welsh.**

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