

Job Description

Bar Assistant - Paid Position

Responsible to: the Bar Manager (who is responsible to the Bar & Lettings Director, the Bar Committee and the Board).

Duties:

- Serve customers using the bar, in a friendly, efficient and warm manner.
- Liaise with the Bar Manager regarding the bar rota for covering bar opening hours (below)
- Keep the bar area clean and tidy
- Assist with enquiries either in person or via the telephone
- Promote the club and its activities and know prices for community tennis and membership
- Show prospective members around the club

Stock Control:

- Be familiar with what sells in the bar and the bar prices
- Monitor stock levels, rotate the stock on the shelves to ensure that products are used by their sell by/use by dates and avoid the accumulation of too much old stock

Finance:

- Reconcile the till at the end of the shift and log in the bar record book
- Be able to accept card payments using the club terminal

Other duties:

- Ensure Bar and stock room and fridges are kept clean and tidy to comply with Health & Safety and pest control.
- Ensure that at closing up the Bar the club alarm is set

Terms: (NOTE: terms are reviewed each year by the Club Board)

- £7.50 an hour for normal bar shifts with late working supplement of £5 if still serving at 10.30pm any evening, increasing by £3 to £8 after 11.00

Payment

- Bar shift fees are paid by cash from the till as they are completed.

Normal Bar Opening Hours

Tuesday, Wednesday, Thursday - 7 to 11pm

Monday, Tuesday, Wednesday, Thursday, Friday - 4pm to 7pm and Saturday - 9am to noon

(about 40 weeks a year)

(the bar should be closed earlier if there are no customers or bad weather)