

JOB DESCRIPTION

Job Title: Bar Manager

Overall Purpose of the job:

The public house manager is responsible for the smooth running of the public house with particular responsibility for complying with all legal requirements, maintaining profitability, ensuring that health and safety requirements are met and keeping appropriate levels of staffing.

Responsibilities would also include co-ordinating the management of stock whilst keeping within guidelines for expenditure and wastage. The manager would ordinarily manage both the food and drink sides of the business if this was appropriate for the house that they were managing. Other key areas of responsibility would be event organizing and marketing.

Main Tasks:

1. complying with legal frameworks
2. ensuring the security of patrons;
3. maintaining a highly profitable house;
4. dealing with health and safety issues;
5. managing personnel effectively and organising training;
6. customer liaison (including serving food and drink);
7. setting sales targets;
8. marketing house products;
9. ensuring high standards of customer service are provided;
10. organising and advertising social events such as live music, comedy nights, quizzes and karaoke competitions.
11. stocktaking and placing orders with suppliers;
12. restocking (which on occasion might involve physical work);
13. collecting customer feedback and acting on it to improve the overall running of the establishment;
14. interacting with a wide variety of people including customers, bar staff, security staff and the police. They also have
15. contact with liquor licensing authorities; suppliers, such as sales representatives for liquor and food; and
16. tradespeople, such as electricians and furniture refurbishers.

The Postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

Position within the Company:

You will work closely alongside and report directly to the AreaManager.

Responsibilities:

- It is the responsibility of all employees to disclose, to management, any information that may or may not be of interest or have an affect on the Company or the way in which it operates.
- To adhere to all policies and procedures of Tom Wood Pubs Ltd.
- All employees must perform their duties in a way, which seeks to promote and advance the Company and its operations.

Signatures:

Title:

Date:

. Received by (Postholder)

. Confirmed by (Area Manager)

The details of this post will be subject to regular review with the Postholder at the request of either signatory (at least once per year)