

## BAR AND DEPUTY BAR MANAGER JOB DESCRIPTION

Bar and Deputy Bar Managers are responsible for the overall control of the bar. They must have a good understanding of all that is happening within the cellar, office, stations and on the front line of servers. They must also understand all aspects of health and safety as well as alcohol regulations relating to the bar.

This is the most important role on the bar due to the responsibilities that come with holding a personal license. Ensuring the smooth running of the bar is ultimately the main responsibility of the Bar Manager.

The Bar Manager is the face of EBC to the public, promoters and production company staff. It is imperative that the Bar Manager keeps a high level of professionalism at all times during the event.

You may be expected to camp at certain events and provide your own camping equipment.

### **Roles & responsibilities:**

- Manage and brief a team of 10-15 managers and 50-60 servers
- Signing in and out of servers
- Monitor working practices
- Monitor Cellar, Office & Station activities and being the first point of contact for the managers
- Ensure the bar is compliant with **all** licensing conditions
- Ensure bar is opened and closed in line with the licensing conditions
- Ensure servers comply with the Responsible Sale of Alcohol (RSA) Legislation
- Overseeing busy operational times
- Receiving handover from build crew pre-event and handing back over to break crew post-event
- Communication link with Operational, Staffing, Production and Stock Managers
- Communicating with the DPS, trading standards, environmental health, event control, site security and others
- Ensuring safety of the bar by communicating and managing your bar security team
- Ensuring all paperwork is in order, filled out correctly and kept in good condition
- Final point of contact for customer queries

### **Skills required:**

- Personal License Holder
- Food Safety certificate Level 2
- First Aid at Work certificate
- Ability to understand new Epos systems
- Numeracy
- Health & Safety including Manual Handling
- Stock Management
- Leadership skills
- People management
- Organizational and time keeping skills
- Full Knowledge of Alcohol Legislation
- Event knowledge
- Bar supervision experience