



WADDESDON

Waddesdon Manor – Five Arrows Hotel and Private Events Job Description

Job Title: Bar Supervisor

Overall Purpose:

Waddesdon Manor is a historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today it is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 450,000 visitors a year to the property.

Outline of Role:

To provide an excellent customer drinking experience. Be able to create classic and innovative drinks exceeding customer's needs and expectations.

Responsibilities:

The key areas of responsibility and duties are as follows:-

- Prepare alcohol or non-alcohol beverages for bar and restaurant patrons
- Interact with customers, take orders for drinks and food service
- Assist with front of house staff with customer service when required
- Assess customers' needs and preferences and make recommendations
- Mix ingredients to prepare cocktails
- Plan and present bar menu
- Check customers identification and confirm it meets legal drinking age
- Restock and replenish bar inventory and supplies including placing orders
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations
- Maintain a clean work and dining area by cleaning tables, washing glasses, utensils and equipment

Requirements:

- Resume and proven working experience as a Bar Manager
- Excellent knowledge of mixing, garnishing and serving drinks
- Computer literacy
- Positive attitude and excellent communication skills
- Ability to keep the bar organized, stocked and clean
- Relevant training certificate
- Meets state minimum age to service alcohol
- Positive, engaging and professional appearance

Terms & Conditions:

- Salary:** £18,000 per annum plus a share of the discretionary service charge
- Hours:** A minimum of 37.5 hours per week, on a seven day rota to include weekends, evenings and split shifts as required by the business. Hours of work to suit the needs of the business (exclusive of breaks).
- Holiday:** 25 days per annum, increasing to 28 days after three years' service and 30 days after ten years' service. Your holiday will be based on the hours you work and includes public holidays.
- Other:** National Trust Staff Card which entitles free entry at all NT properties and a discount in their shops.
- Matched company pension scheme up to 10% of salary.

Signed:..... Date:.....