

**JOB DESCRIPTION**
**Bars & Catering Assistant - Bar One**

DEPARTMENT: Social Enterprise

DEPT PURPOSE:

REPORTING TO: Bar One Outlet Manager

**PURPOSE OF ROLE:** To deliver the day-to-day service of Bar One, including, but not limited to serving customers, maintaining a clean and safe environment, collecting and washing glasses, completing opening and closing duties under supervision, and helping deliver events in Bar One and catering across the Students' Union.

**KEY RESPONSIBILITIES**

Customer Service	Be the face of Bar One. Ensure our customers are served promptly, accurately, and with enthusiasm. Making Bar One a safe and friendly space that students will want to return to.
Product Knowledge	Develop a strong knowledge of our menu, including food, spirits, wines, and beers so that you can confidently advise customers and make recommendations.
Back of House Tasks	Completing set procedures and scheduled or assigned tasks so that a high standard cleanliness and organisation is maintained, contributing to the safe and efficient operation of Bar One.
Time Management and Prioritisation	Working under minimal supervision or as part of a team to complete multiple tasks in a fast-paced service environment. Independently complete tasks using initiative and a flexible approach to work.
Working with Integrity	Be honest, trustworthy and respectful. Respect and adhere to Sheffield Students' Union values and strictly comply with the legal responsibilities of a licenced premises. We are committed to creating a fairer, more equal, more inclusive, more diverse and liberated Students Union.
General	Such other duties as may be reasonably prescribed, appropriate to the grade and responsibilities of this post

PERSON SPECIFICATION

	Criteria
Experience	
1	Working with members of the public in a service capacity.
2	Working collaboratively as part of teams of varying size.
3	Demonstrable experience problem-solving and using initiative to complete a variety of tasks to a deadline.
4	
Skills	
5	Communicating effectively in a high-pressure environment.
6	Flexibility in fast-paced and changeable situations.
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