ST JOHN'S COLLEGE

Job Advertisement – Core Bar Staff

OVERVIEW	
Job title:	Core Bar Staff
Responsible to:	Senior Bar Officer
Responsible for:	N/A
Working alongside:	College Bar Staff
Grade:	St John's College Minimum Casual Rate
Salary:	£12.60 per hour
Contract type:	Fixed term: 12/01/2026-20/03/26
Working arrangements:	Casual but typically 1x shift per week
Pension:	N/A
Holidays:	N/A – holiday allowance paid in monthly salary
Start date:	12/01/2026

ABOUT ST JOHN'S COLLEGE BAR

The College Bar at St. John's is one of the centres of the community and provides a relaxed and enjoyable environment suitable for all within the college and the wider university. The bar is operated under the supervision of a 7 person bar team, consisting of 3 senior members and 4 junior members, all of whom are responsible to the Bar Committee consisting of representatives from Operations, Maintenance, Finance, SJCR, MCR and CCR. The Bar Team represent those with a particular passion for the bar and the services it provides for the College. The Bar Team are supported by a team of 7 Core, 6 Casual, 7 Bar Door and 4 Cleaning Staff.

JOB SUMMARY AND PURPOSE

Working with the other Bar Staff, being responsible for all tasks delegated by the Senior Bar Team. All should have an understanding of the following responsibilities and work together when required.

As Core Bar Staff, you will work in a team located in or associated with St John's College Bar, typically completing bar duties. Core Bar Staff will typically work 1 shift per week.

Core Bar Staff should demonstrate commitment, experience, and motivation.

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KEY RESPONSIBILITIES

Individual Role

Responsibilities of the Core position include:

- Completing bar duties including but not limited to: tending the bar, replenishing the stock, charging for payments, dealing with customers, and maintaining a clean and tidy bar.
- Be fully conversant with all licensing regulations and the day-to-day running of the Bar.
- Ensure that regulations regarding health and safety are being followed by all staff.
- Complete and be competent in key training relating to day to day bar procedures; completion of Healthy and Safety, Fire Safety, Manual Handling Training, EDI Training, Spiking Procedure Training as well as any other necessary training.
- Be responsive to welfare, safety, and accessibility concerns and pass them on to the Bar Team accordingly.
- Act as a positive and engaging member of the Bar, helping with regular and irregular Bar events when required.
- Commitment to maintaining a positive and welcoming atmosphere.

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PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Demonstrates an ability to work with a range of stakeholders	X	
2	Experience leading in a team environment		X
3	Experience working as a member in a team in a team environment	X	
4	Ability to work with a range of staff at all levels within an organisation.	X	
5	Excellent time management skills	X	
6	Demonstrates an ability to follow instructions	X	
7	Demonstrates an ability to work under own initiative	X	
8	Commitment to promoting and supporting the Bar	X	
9	Demonstrates safety and welfare awareness	X	

The offer of this role will be subject to successfully completing the necessary pre-employment checks, which will include evidence of eligibility of the right to work in the UK, and, depending on the role, a satisfactory DBS check.

APPLICATION PROCESS

The application should include:

- Completion of the application form, demonstrating your commitment, motivation, and relevant experience for the role.