

# Job Description

**Bar Attendant**

**Grade: 3**

**Department: UCL School of Pharmacy**

**Location: London**

**Reports to: Bar Managers**

## BACKGROUND INFORMATION

The UCL School of Pharmacy is one of the Divisions located within the Faculty of Life Sciences (FLS) and is one of five areas that constitute the Faculty, the others being Biosciences, the MRC Laboratory for Molecular Cell Biology at UCL, the Sainsbury Wellcome Centre for Neurocircuits and Behaviour and the Gatsby Computational Neuroscience Unit. The Faculty has been associated with seven Nobel Laureates and continues to build on its existing strengths in cell and developmental biology, evolutionary and population genetics, cellular and circuits neuroscience, and structural and molecular biology. The merger with the School of Pharmacy in 2012 provided new opportunities in drug discovery; additionally the Faculty hosts joint appointments with the Francis Crick Institute. More information can be found on our website <https://www.ucl.ac.uk/lifesciences-faculty>

The Division is one of the UK's leading centres of pharmacy education and research it enjoys a lively and stimulating academic environment in which teachers, researchers, professionals and students interact. All are connected by an interest in medicines - how they work, how they are made and how they are used by people to prevent and treat disease. Research focuses on advancing and understanding medicines and health care, and in creating new medicines. Our performance in the Research Excellence Framework 2014 marks UCL School of Pharmacy as one of the most important centres for pharmacy research in UK education. Further information can be found on our website <http://www.ucl.ac.uk/pharmacy/>

---

## Main purpose of the job

The bar as a social focal point has a long history within the School. It is currently managed by a small consortium of staff with the license held by Sodexo. Casual bar staff are employed on an as and when basis to assist with the general running of the Divisional bar during regular opening hours and for occasional one-off social events throughout the academic year. The bar is open every Friday from 5:00pm until 11:00pm. The bar is regularly attended by staff, students and a limited number of invited guests. The post holder will assist with the delivery of a consistent, efficient, high quality bar service for the Division.

---

## Duties and responsibilities:

- Attend the training required and undertaken by Sodexo and the local bar manager
- Observe and comply with the rules regarding the sale of alcohol
- Serve drinks on a Friday evening when required
- Be responsible for opening up and closing the bar
- Clean bar surfaces and associated tables as required
- Clear glasses from the JCR area and ensure that they are hygienically cleaned and stacked for further use
- Make a note and report low stock items
- Ensure security of the till during service
- Close and secure bar shutters at 11pm, with strictly no sales after 11pm
- Clear up the bar area and wash any remaining glasses
- Cash up the till
- Ensure that keys are handed to one of the bar managers at the end of the shift
- Take responsibility for Fire and Health & Safety Regulations

# Person specification

| Criteria  | Essential or Desirable |
|---|------------------------|
| <b>Qualifications, experience and knowledge</b>                                     |                        |
| GCSE Maths and English Grade 4 or above (or equivalent)<br>Must be 18 years or over | Essential              |
| <b>Skills and abilities</b>   |                        |
| Good communication and customer service skills                                      | Essential              |
| Good interpersonal skills   | Essential              |
| Able to use initiative and to deal with problems and queries                        | Essential              |
| Able to handle money  | Essential              |
| Able to memorise details  | Essential              |
| Good attention to detail  | Essential              |
| <b>Knowledge and Experience</b>   |                        |
| Previous bar/retail experience  | Desirable              |
| <b>Personal attributes</b>  |                        |
| Conscientious and reliable  | Essential              |
|   |                        |

# Apply

To apply for this position visit:

[ucl.ac.uk/jobs](https://ucl.ac.uk/jobs)