ST PETER'S COLLEGE
UNIVERSITY OF OXFORD

Deputy Food and Beverage Manager (Bar Manager)
Further Particulars



St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 240 graduate students, 24 Visiting Students and c95 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

The Role

The Deputy Food and Beverage Manager (Bar Manager) is a combined operational management role, with approximately half of the working week dedicated to the day-to-day management of the College Bar and half to assisting the Food and Beverage Manager with the management and delivery of the College's catering and front-of-house service.

The role requires strong leadership, excellent organisation and a collaborative approach. The post holder will work closely with the Kitchen, Conference and Events team, Development, the Master's Office, student representatives and other College departments to ensure consistently high standards of hospitality and customer experience.

The College Bar

The College Bar is one of the most popular and welcoming social spaces at St Peter's College. It sits at the heart of the community, complementing the Junior Common Room as a space for students to gather, relax, and socialise. This reflects the strong sense of community within St Peter's. The bar is run in partnership with the JCR, ensuring it remains an inclusive, safe and enjoyable space for all.

College Bar Management - approximately 20 hours per week

The Bar Manager is responsible for the safe, compliant, and effective operation of the College Bar. The role includes supervision of student bar staff, ensuring compliance with the Licensing Act 2003, and maintaining a safe environment for customers and staff.

The Bar Manager is responsible for ensuring appropriate supervision, safeguarding awareness, and duty of care for student bar staff, recognising that many may be young and working in a licensed environment for the first time. This includes maintaining a safe and respectful workplace, ensuring staff are appropriately trained and always supervised, managing risks associated with peer-to-peer working, and promptly addressing or escalating any welfare, conduct, or safety concerns in line with College policies.

During vacation periods, the post holder will support conferences, private dinners, and summer school programmes with the catering team, also when needed, providing bar service which may include late-night opening.





Key Responsibilities

- Ensure full compliance with the Licensing Act 2003 and all conditions of the premises licence.
- Oversee the day-to-day running, operation and supervision of the College Bar, ensuring a friendly, professional, inclusive and safe customer experience.
- Recruit, train, coach and supervise student casual bar staff; prepare weekly rosters and approve timesheets.
- Ensure compliance with licensing laws, College policies and relevant Health & Safety, Food Hygiene, GDPR and PCI requirements.
- Order bar stock through approved suppliers; manage procurement, deliveries, stock control, rotation and usage trends.
- Maintain cellar standards, including weekly beer line cleaning, barrel changes, cellar gases and cellar maintenance.
- Manage bar pricing and promotions in liaison with the Domestic Bursar.
- Provide regular financial information on bar operations, including sales and cost of sales.
- Maintain cleaning records, accident and incident logs, and ensure relevant risk assessments are maintained and followed.
- Ensure adequate staffing and stock for College events, conferences, private dinners and other bar requirements, including late-night opening where required.
- Liaise effectively with student representatives and College staff on the operation and development of the Bar.

Catering and Front-of-House Management - approximately 20 hours per week

Support the Food and Beverage Manager in the effective management and delivery of all food and beverage services across the College, ensuring consistently high standards of service, presentation, hospitality and customer experience. Assist in the planning, organisation and delivery of College, student, conference and special events, ensuring appropriate staffing levels, product availability and operational readiness. Contribute to the development of food and beverage offerings, supporting service improvements and enhancing the overall experience for students, fellows, staff, guests and conference delegates. Ensure compliance with all relevant food safety, health and safety, licensing and College policies and procedures, whilst promoting a culture of professionalism, teamwork and continuous improvement.

Key Responsibilities

- Assist the Food and Beverage Manager with the day-to-day management of front-of-house catering operations and service delivery.
- Directly supervise Hall Supervisors and Front of House staff, both permanent and casual, ensuring effective deployment, performance management, training and development.
- Help oversee the preparation and presentation of dining, meeting and other College public rooms to the required standard.

- Support duty rostering, timesheet administration, holiday and sickness arrangements, and appropriate levels of supervision and experience.
- Work collaboratively with the Head Chef and Kitchen team, taking shared responsibility for a smooth and efficient dining experience from kitchen and servery through to the customer.
- Assist with monitoring front-of-house performance and service standards, identifying opportunities for improvement and staff development.
- Support the procurement, storage, stock control and rotation of front-of-house supplies in accordance with College requirements.
- Assist the Food and Beverage Manager in representing the College and in supporting other College officers through practical service support, idea generation, offer development and policy implementation.
- Take appropriate operational responsibility for the catering service in the absence of the Food and Beverage Manager, as delegated.

Health, Safety and Compliance

- Help ensure food service and bar areas comply with relevant food safety, health and safety, licensing and College requirements.
- Ensure appropriate risk assessments and method statements are maintained and followed for relevant equipment, spaces and activities.
- Ensure PPE is available and used where required, and report equipment or maintenance issues promptly.
- Support a safe working environment for staff, College members and visitors.
- Assist in maintaining the College catering environment's food safety and hygiene standards.
- Ensure chemicals and cleaning products are recorded, stored and used in accordance with COSHH requirements and manufacturer guidance, and that relevant staff are appropriately trained.

General Duties

- Build positive working relationships across the College and promote a collaborative, collegiate approach.
- Attend relevant departmental, operational and Health and Safety meetings as required.
- Comply with College data protection, information security and confidentiality requirements.
- Undertake job-related training and support a learning culture within the team.
- Work flexibly as part of a busy hospitality team and assist colleagues where required.
- Undertake other duties appropriate to the level and nature of the role.



Person Specification

Knowledge and Experience - Essential

- Experience in a similar hospitality, bar, catering or front-of-house supervisory/management role.
- Strong customer service skills and a commitment to high standards of hospitality.
- Supervisory or management experience, including training and motivating staff.
- Strong understanding of alcoholic beverages, licensing requirements, stock control and cellar duties.
- Knowledge of food hygiene, health and fire safety, risk assessment and safe working practices.
- Strong organisational skills, with the ability to prioritise competing operational demands.
- Good numeracy, literacy and IT skills, including Microsoft packages.
- Ability to work independently, use initiative and solve problems within the scope of the role.
- Understanding of GDPR, data protection and the importance of confidentiality.
- Flexible approach to working hours and duties, including evenings and weekends.
- Personal Licence Holder, or willingness to undertake the relevant course.

Personal Qualities

- Calm and effective under pressure.
- Positive, proactive and service-focused.
- Collaborative, approachable and able to build strong working relationships.
- Adaptable, resilient, reliable and well organised.
- Professional in appearance and committed to maintaining high standards.

Terms and Conditions

The appointment will be conditional on verification of the candidate's availability for employment in the UK and the satisfactory completion of an Enhanced DBS check. There will be an initial probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post, the notice period will be two months on either side.

Salary: The salary is in the range of £32,000 – £34,000 per annum (depending on experience).

Pensions: The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

Meals: A free meal is provided at the college when on duty and the kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

Hours: This is a permanent full-time role, and the required hours of work will be 40 hours per week spread over an alternating shift pattern, days and evenings, including weekends. Bank holidays are worked if they fall within your rota, and you will receive a day off in lieu.

Holidays: The appointee will be entitled to 30 days paid holiday per holiday year fte plus bank holidays each year. Holidays to be taken at times agreed with their line manager, thereby ensuring the continued smooth running of the department.

How to Apply

We are operating a rolling recruitment process for this role and have no set closing date. We will close applications as soon as we find the right candidate.

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Interested candidates wishing to discuss the post informally should contact the Domestic Bursar, Kevin Melbourne. kevin.melbourne@spc.ox.ac.uk

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

Equality of Opportunity The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.