



Job title	Deputy Bar Manager
Department	Bar
Location	Crypt Bar, Mansfield College
Grade and salary	£13,031 per annum (£26,062 FTE per annum)
Hours	Part-time 20 hours per week on Wednesdays, Fridays & Saturdays If Crypt Bar is closed any remaining hours to be worked where needed in the Crypt Café or Dining Hall
Contract type	Permanent
Reporting to	Bar Manager This role has no direct reports, however the post holder is required to support the Front of House Manager in training bar staff as appropriate.
Liaises with	Domestic Bursar, Front of House Manager, Kitchen Manager, Accountant and Head Porter.
Benefits	Membership of the Oxford Staff Pension Scheme. Free meals on duty and generous leave package including conference bonus scheme.

The role

Mansfield College is seeking a dynamic and enthusiastic Wine Cellar and Deputy Bar Manager to reinvigorate and bring sparkle to the College Crypt Bar. The successful candidate will be responsible for providing a professional bar service, skilfully overseeing its operations so that it becomes not only profitable, but a place of inclusivity and welcome at the heart of the College. The post holder will not only manage the Crypt Bar, but also organise temporary 'pop-up' bars for student and conference events.

Reporting to the Bar Manager and liaising with the Front of House Manager and the Front of House Team, the Wine Cellar and Deputy Bar Manager will be responsible for the day-to-day running of the bar, offering a hospitable and friendly service to all its customers and being the person who takes charge of the bar administration, finances and opening and closing the bar, as necessary.

The postholder will also manage the wine cellar, making timely stock orders and liaising with the SCR Wine Fellow to ensure satisfactory wine provision for special dinners.

We are looking for someone who is able to bring their creativity and industry expertise to this role, offering a vision of how our College Crypt Bar can be developed, improved and become a place of welcome and hospitality.





This post includes evening and weekend work.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 180 graduates and 40 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College. Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body, and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018.

In 2021, Mansfield was recognised as a university [College of Sanctuary](#) by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Responsibilities

1. To ensure that all operations relating to the provision and supply of alcohol are carried out within the terms of the College's Premises Licence.
2. To support the Bar Manager in overseeing and maintaining control of the College wine cellar, liaising with the SCR Wine Fellow when required.
3. To ensure all beverage deliveries are accounted for, stored correctly and within the requirements of the Premises Licence.
4. To oversee that a high standard of cleanliness in the bar and wine cellar is being maintained.
5. To ensure that all health and safety requirements relating to the bar and wine cellar operations are carried out.
6. To ensure that proper arrangements are in place for special events, especially where alcohol is being served from temporary locations and in liaison with the Front of House Manager.
7. To undertake where possible a monthly stocktake of the wine cellar and to ensure the annual stock take is completed in a timely manner and as required by the College Accountant.
8. To order bar and wine stock ensuring that the appropriate level of stock is maintained and rotated correctly.
9. To control and record all transfers.
10. To ensure that all wines are ordered and prepared for events in good time and to return to the supplier any wines not sold under the 'sale or return' basis.





11. To record all transactions of wine through the appropriate ledgers.
12. To fulfil the role of 'responsible person' for special events in order to be the point of contact for enquiries on the day ensuring that the Premises Licence requirements are being fulfilled.
13. To enable a prompt invoicing process by supplying wine costing sheets and cellar slips to the Bursary / Conference and Accounts teams as appropriate.
14. To support the Domestic Bursar by advising on cost and pricing matters to ensure beverage provision is made in the most cost-effective way.
15. To deputise for the Bar Manager as and when necessary.
16. To provide bar cover during the conference season and vacation activity.
17. To occasionally work additional hours at special events as agreed in advance and for which overtime is payable.

Selection criteria

Essential selection criteria

- Relevant experience within a college or catering establishment.
- Have a personal license
- Experience and knowledge with craft cocktails will be necessary along with a comprehensive and robust knowledge of spirits, wine, and beer.
- Previous knowledge of cash handling.
- Have a clear understanding and knowledge of effective liquor, stock and margin control within a bar environment.
- Good communication and interpersonal skills.
- Excellent time management and organizational skills.
- High standards of personal and food hygiene.
- Ability to work independently and as part of a team.
- A flexible attitude to work and the ability to work well under pressure.
- Basic IT/computer skills.
- Positive, trustworthy, reliable, enthusiastic and self-motivated.
- Proven work experience in delivering a consistently high level of customer service.
- Ability to prioritise tasks during time-critical periods.

Desirable selection criteria

- Minimum Level 2 Food Safety & Hygiene for Catering.
- Knowledge of COSHH.
- Manual Handling training





Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete all relevant health and safety training.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Regular manual handling

How to apply

If you would like to apply please submit a cover letter or supporting statement, stating why you are interested in, and suitable for this role and a CV to **Mansfield HR** vacancies@mansfield.ox.ac.uk

Postal application should be sent to the below address however, we recommend electronic submission:

Mansfield Human Resources

Mansfield College
Mansfield Road
OXFORD
OX1 3TF

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The **supporting statement** must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

We highly recommend uploading all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply for the role, please email vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. **Please check your spam/junk mail** if you do not receive an email.





Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: [GDPR Framework | Mansfield College, Oxford](#)

Benefits of working at Mansfield College

Annual Leave

College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining and per the hours worked in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

Staff Meals

College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

Pension Scheme

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in USS/OSPS.

Family-friendly benefits

The College follows the University of Oxford's family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. <https://hr.admin.ox.ac.uk/family-leave#/>





**Mansfield
College**
UNIVERSITY OF OXFORD



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SANCTUARY AWARD
Welcoming People Seeking Sanctuary