



Job Description
Bar & Promo Assistant

Vision

Students creating success together.

Mission

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

Values

We are:

Inclusive

We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

Honest

We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

Collaborative

We always seek to work in partnership to help us realise our shared ambitions.

Determined

We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

Reporting to: Venues & Entertainments Assistant Manager and/or Bar Supervisor

Section: Opportunities and Services

Wage: £8.25ph

Hours of Work: Varied



Place of Work: Chelmsford

The Students' Union is fully committed to its policies and procedures on Equality and Diversity.

Purpose of Job:

To assist in the provision of a professional, friendly and quality bar operation for the student population.

- To ensure that all customers are served politely and efficiently in accordance with their needs.
- To handle cash and debit/credit card transactions.
- To ensure that a high level of cleanliness and hygiene is maintained throughout all areas of the bar and catering operation.
- To ensure that bar/cellar/floor is kept clean and stocked appropriately.
- To follow agreed opening and closing procedures and prepare in setting up/clearing down any events held at the Students' Union.
- To promote SU and external events to students around the university/halls as and when directed by the Venue & Entertainments Assistant Manager.
- To ensure the safety and security of the premises at all times.

Other

- Carry out all duties and responsibilities in accordance with the Equal Opportunities Policy and Student/Staff Protocol
- Actively promote exceptional customer service, taking a proactive approach at all times
- Attend and contribute to team meetings, Students' Union meetings, and other meetings as directed
- Carry out any other duties or projects as may be assigned to the post-holder by the Students' Union and which are reasonably consistent with the position
- Support the Environmental Policy

The Students' Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students' Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher's Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.