**Bar Staff Pre-Application**

**Pre-Application Checklist:**

**SU is a charity:** The Students’ Union is a registered charity. This means that all money made by both Union bars and the SU shop is all recycled within the Union to fund a variety of activities we supply, such as sports, societies and events. It’s all about recycling the Student pound.

**Condition of employment (Balls/Events/Wednesday nights):** There are a number of events we run throughout the academic year where large numbers of staff are needed to work. We do expect Staff to be able to commit to working these. These events may include, Weekly Wednesday nights (til close & clean up), Welcome Week, large events/balls we run such as Christmas and Summer Ball (unless in your final year of study), and if held onsite, Graduation and Sports Awards. We also require staff to commit to 2 out of 4 Wednesday nights due to business needs.

**Job Role – Bar** Serving customers with a high level of customer service. **Cleaning** General housekeeping in and around the venue, behind the bar and backroom areas. **Glass Collecting,** on evening shifts supervisors will allocate members of staff time slots when they are to off the bar and in the venue glass collecting. These are generally 30min periods where you are expected to go around the venue, we do our best to recycle as much as possible and training on this is provided for this role. While glass collecting you are also required to report and clear up any spillages **Toilet Checks** Again throughout a busy evening shift you will be allocated a toilet check where you will check the toilet related to your gender, on quieter nights you may be required to check both toilets if no one is using them at that time. On evening shifts you will have a 1 hour check where we expect you to check on the toilets at least 4 times, during these checks you are to tidy up any mess in the area, refill toilet paper dispensers and check on customer’s behaviour or intoxication levels.  **Door/Cloakroom** We require staff to also run our cloakroom, this involves taking entrance and coat/bag money, hanging/storing items and making sure the correct ticket is given to the customer for their belongings. At the end of the night when the venue has been emptied staff must log lost property, tidy and reorganise the cloakroom. On very busy nights we may also have a second door till, again this till will just take money for entrance to the venue and tally those coming in, a second cloakroom can be set up and a person will solely be taking money and hanging property up. **Water/Lollies** At the end of club night evenings we may supply tap water to customers as they leave the venue, to encourage them to rehydrate, we also give lollipops out to encourage our students to be quiet on their way home. **Bodily fluids** not all areas of the job will be pleasant but for health and safety issues we have to deal with these as soon as possible, this includes bodily fluids, this can include blood, urine or vomit. We supply all the equipment to be able to clean all these things up hygienically and safely for you which include: absorbent powder to soak fluid up and eliminate odours, gloves, masks and plastic aprons if you require. This is something we expect all staff members to do with no exceptions, so if you feel this is something you would be unable to do please think about your application carefully. There is however a sick fine for any customer that is found to be sick anywhere that requires a member of staff to clean up.

Sick fine = £20, £10 goes towards the replenishment of equipment to have to clear it up £5 goes to the staff tip jar (for all those times we have to clear up sick that we have been unable to identify who has done it) and £5 goes to the member of staff/staff members who have cleaned up the sick. Staff members will only receive £5 if we have identified the customer who has been sick and they have paid their fine to the SU offices.

**Uniform/Fancy Dress:** Uniform whilst working is generally dark. Where possible an SU tshirt will be issued to staff. You may also receive a promotional t-shirt that we get sent by companies to promote products that we stock in the bar. Staff need to then wear clean and practical clothing such as jeans, trousers, leggings, shorts (practical & hard wearing where possible) Staff also need to provide their own footwear, trainers, pumps, boots etc are fine, again black where possible. Footwear needs to be practical, sensible and we do not allow heeled footwear or open toe.

**Pay Rate & how/when & Holiday Pay:** Pay is paid via bacs directly into your chosen bank account fortnightly. As of 1/9/25 pay rate is £11.25p/h 18-20 and £12.21p/h for 21 and over.
All staff will then accrue holiday pay at 12.07%.
This rate is usually reviewed by the government each year in April.

**Hours during & out of term time:** In term time, Zee is often open 7 days a week. Mon-Fri is 11am or midday open. Wednesday & Friday is until 12am (This may vary due to trading) then clean up after. If there is nothing booked for Zee, usually Monday, Tuesday & Thursday nights (this will vary in Welcome Week), the venue may close at 6pm or 10pm if showing Sport. Saturday is occasionally open during the day also to show Sport, this may vary between 11am-7pm then can be open as late as 2am if we have an event on. Sunday is the same for opening but sometimes closes as late as 11pm on weeks when we have the Pub Quiz.
Vast majority of hours will be in term time, we will also have Wednesday night in reading week (not Easter/Christmas Break), also private hire bookings or Open Days outside of term time.

**Shift Patterns:** Most day shifts are split into small shifts. This will be between 12-7pm. Evening shifts start staggered from 6pm to as late as 10pm on a Saturday when open. Usually a late shift will be until clean down is completed after we close, unless stated otherwise. This is 1am latest aside from Summer Ball.

**Availability/Rotas/FB Group:** An app called When I work is used by UCSU to generate the rota, staff have until Thursday afternoon to complete their availability for the following week. The rota is then done Thursday/Friday and sent out via the app.
Once the rota has been done, if staff need to swap or get cover for a shift, it is asked that they do this themselves through dropping the shift or posting on When I Work. If you are too sick to attend your shift, then you need to phone the bar and notify the Supervisor on shift.
We post updates on the Group chat function and some announcements are also posted on Staff Facebook Group.

**Training:** We provide staff training on Moodle. A deadline for completion will be provided. We then provide onsite training on trial shift. This covers all aspects of the job, such as housekeeping, licensing, manual handling, conflict management and more.

**First Aid Certificate:** Please advise on your application if you hold a valid First Aid certificate. A copy will be required if successful.