

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/Weds & Sat): There are a number of large events we run throughout the academic year where large numbers of staff are needed to work. These can be on either campus and we do expect you to be able to commit to working these. These events are all three of the balls we run (Graduation, Christmas and Summer Ball) and Sports Awards.

On the Bognor Regis campus we hold our annual Rag (Raise and Giving) Race. These shifts are split into morning and evening shift. If you are hired to work for the Zee bar you will be required to work the Morning half of the day and if hire for The Hub, the evening. You can offer to work both shifts if you wish though.

The final condition of employment is that you are available to work at least 2 out of 4 Wednesday and Saturdays in a month if required. This is due to these being our busiest nights of the week.

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 money, hanging 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 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. **Safety Bus Monitor** We have some staff who are also happy to be on the safety bus on the busier evenings, these staff are there to answer the phones for the drivers, take bookings and help plan out routes to make the buses as efficient as they can be during busy periods. They also collect the money from each passenger and fill in the paper work where required. This is not something you will be asked to do if you really dislike these shifts or if you suffer from travel sickness, but if you enjoy the role this may give you the opportunity to mix up the job a little. **Bus Tickets/Queues** along with the bus monitor, we also require someone to go to the bus queuing area towards the end of the night with security and pre sell tickets, you will be required to try and group people into areas to make each trip as efficient as possible. Different colour tickets are issued to each area to make this easier when the bus arrives, you can inform those waiting that if they have a certain colour ticket that this is their bus. **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 be 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 black. An SU polo shirt will be issued to staff, more than 1 where possible. You may also receive various promotional t-shirts that we get sent by products that we stock in the bar. Staff need to then wear 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 Zee does 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. Pay rate is in line with minimum wage for 21 & over. Currently this is £6.70p/h. All staff will then accrue holiday pay at 8.5%.

Hours during & out of term time: In term time, Zee is open 7 days a week. Mon-Fri is 11am-12am. This may vary due to trading. If there is nothing booked for Zee, usually Tuesday & Friday nights, the venue may close earlier than 12am. Saturday is open during the day, dependant on sport fixtures, this may vary from 11am -6pm open until 2am close. Sunday is the same for opening but closes at 12am.

Vast majority of hours will be in term time, we will have the occasional Wednesday night in reading week, also private hire bookings or Open Days outside of term time.

Shift Patterns: Most days are split into 3 shifts. Morning is 10/12-3pm, Afternoon is 3-7pm and evening shifts start staggered from 6pm to as late as 10pm on a Saturday. Usually a late shift will be until close, unless stated otherwise.

Availability/Rotas/FB Group: The rota is generated from staff availability provided. A blank rota will be put up the week before, usually Monday morning. Staff then have until Thursday morning to complete their availability for the following week. The rota is then done Thursday/Friday and a copy will be put in the back bar room and on the FB group for staff to see.

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 posting on FB. Once a shift is swapped/covered, the rota in the back room must be updated to enable Managers & Supervisors to know who will be attending the shift.

If you are too sick to attend your shift, then you need to phone the bar and notify the Supervisor on shift.

Training: We hold a large 2-3 day training session at the beginning of each year (The week before September semester starts). This gives staff training on all aspects of the job, such as housekeeping, licensing, manual handling, conflict management and more. If applicants start after the September training they will still be trained on everything they need to know but this will take place on shifts instead of specific days. We also require all staff member to complete a training workbook which will be given to you at the beginning of your employment and a date will be set to have this completed by.

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