



SIDNEY BAR OPERATING RULES¹

The following rules will apply to the management of the College Bar until changed by College Council.

1. The Domus Bursar is the Personal Licence holder and the Premises Supervisor in accordance with the Local Licensing Authority. The Domus Bursar is responsible for ensuring the licensing objectives (Prevention of crime and disorder, public safety, prevention of nuisance and the protection of children) are met within College. The Domus Bursar is therefore responsible for overseeing the management of Sidney Bar.

2. The day to day management of Sidney Bar is delegated, through SSCSU, to the Bar Committee. Within the Bar Committee the Manager and Bar Steward are Personal Licence Holders in their own right. Experienced Workers must be qualified (Level 1 BIIAB Award in Responsible Alcohol Retailing). The Bar Manager and Bar Staff Manager, should also be BIIAB level 2 qualified. Other bar staff must undertake an in-house training course.

3. In the first instance the Bar Committee are responsible for handling disciplinary matters concerning student behaviour in the Bar. In the event that this fails to provide a satisfactory result the relevant College Offices will step in. The Bar Committee are to report all incidents to the Domus Bursar and any follow-on action. The Domus Bursar is responsible for matters concerning staff behaviour in the Bar (where this is a student the relevant College officers are to be informed).

4. The Bar Staff Manager is responsible for the day-to-day operation of the bar. The Bar Staff Manager is to appoint sufficient bar staff for every occasion that the Bar is open. At least one BIIAB (Responsible Alcohol Retailing) trained individual is to be appointed as the Experienced Worker responsible for the operation of the Bar and the maintenance of good order throughout the period of duty. The Bar Staff Manager is also responsible for ensuring that all other students working under the Experienced Worker have received adequate and appropriate training before commencing their first shift, which will include a talk on licensing responsibilities and standards of behaviour from the Domus Bursar. The Bar Staff Manager is to keep a record of all those who are authorised to work following this training which will be made available to the Domus Bursar and displayed behind the bar.

¹ Review: October 2015

5. The Bar Manager is responsible for the overall management of the Bar including responsibility for weekly stock checks, ordering supplies for the Bar and co-ordinating the activities of the committee. They are accountable to SSCSU Exec for all aspects of management of the bar, including its financial viability.
6. The Experienced Worker is responsible for the management of the bar during his / her period of duty.
7. Bar Staff will be subject to the Code of Conduct attached and will be required to act responsibly, in the interest of the College and SSCSU, at all times. Bar staff should avoid entering into disputes with offending patrons but should contact the duty Porter to resolve the situation. Bar staff will be paid full shift rates (as agreed between the Bar Manager and the Domus Bursar). Bar staff will be permitted to drink on duty in moderation but must pay in full for any drinks they consume.
8. The Bar Finance Manager is responsible for monitoring the finances of the bar on a weekly basis to ensure that the Bar is performing to budget. In particular they are responsible for the reconciliation of cash banked with the till values and with stock sales. They are also responsible, in collaboration with College Office and the Bar Manager, for reviewing bar trading statements at the start of each term and presenting them to the meeting of the Bar Committee. Before the end of Michaelmas Term the Bar Finance Manager is to produce an annual profit and loss statement to enable the President of SSCSU to make their report to the College Council.
9. The President of SSCSU is responsible for overseeing the operations of the Bar to ensure its financial well-being. The SSCSU President is to present a report on the Bar's financial performance in the past year to the College Council at the end of the Michaelmas Term, including a profit and loss statement for the previous academic year together with a budget for the coming year.
10. All College Officers and Bar Representatives and staff are responsible for bringing to the Colleges attention (in the first instance via the Domus Bursar) any irregularities, malpractice or areas of concern associated with the bar.
11. A list of the specific responsibilities of the Bar Committee is attached. Bar Representatives are responsible for ensuring that their successors are fully briefed on this role before they take up post.
12. Any bar Representative may be relieved of their position on the orders of the College Authorities, the Domus Bursar or the SSCSU Executive Committee, pending an enquiry by the SSCSU Executive Committee. The SSCSU Executive is responsible for appointing a deputy to carry out the duties of any Bar staff relieved of his/her position.

RESPONSIBILITIES OF THE BAR COMMITTEE

BAR MANAGER

- Agree the range of stock with the Domus Bursar.
- Present proposals for bar prices for ratification by the Domus Bursar.
- Order all Bar stock, receive deliveries, or arrange a suitable deputy when unavailable, and ensure that deliveries agree with the delivery note.
- Authorise all bar stock invoices presented to the College Office for payment.
- Carry out the weekly Bar stock check. Details of the stock check are to be recorded in the bar spreadsheet and shared with the Bar Finance Manager and Domus Bursar. Any losses or deficiencies should be highlighted immediately to the Bar Finance Manager and Domus Bursar.
- Monitor the standard of equipment in the bar, organise all necessary maintenance, and in discussion with the Bar Committee, oversee renewal programmes when appropriate.
- Work closely with the Bar Finance Manager to monitor weekly and termly sales.
- Work closely with the Bar Steward, Deputy Bar Steward and Bar Staff Manager to ensure good standards of behaviour in the bar.
- Take responsibility for allocating the four elected Bar Committee Representatives to roles of Staff Manager, Finance Manager, Assistant Finance Manager and Committee Assistant in consultation with the Bar Committee and the Exec.
- Organise bar committee meetings at the start and end of term, circulating an agenda before the meeting.
- Co-ordinate the activities of the committee, including clearing and setting up the bar at the beginning and end of term.
- Negotiate sales of alcohol with societies and individuals for external events.
- Communicate with RAG, Ents, SSSU, Conferencing and other interested parties in college to schedule bar events.
- Attend and represent the bar to Exec every week.
- Produce a comprehensive briefing document for the future Bar Manager.

STAFF MANAGER

- Manage the day-to-day operations of the bar, ensuring sufficient bar staff to cover bar opening hours have signed up on the online rota, with one BIIAB trained member of the bar staff as the Experienced Worker.
- Assist the Bar Manager when requested in the general management of the bar.
- Organise external and in-house training for all bar staff. In communication with other bar committee members, select those individuals suitable for promotion to Experienced Worker.

- Ensure that Bar Staff are complying with procedure, including signing in and end of night cleaning responsibilities. Offer extra training or guidance to staff where appropriate.
- Ensure that all workers have filled out a tax registration form and that this has been passed to college office.
- Manage the Bar Steward and Deputy Bar Steward, communicating with the Bar Manager to ensure cover for major events.
- Clean and clear the bar and pipes thoroughly each week in line with the cleaning schedule. This should include cleaning the ice machine and ensuring the glasswasher water softener and detergent/rinse aid bottles are topped-up.
- Work closely with the Bar Steward, Deputy Bar Steward and Bar Staff Manager to ensure good standards of behaviour in the bar.
- Attend meetings of the Bar Committee
- Granting advance permission (24hrs) for large groups (6+) of visitors to attend the bar at agreed times.
- Produce a comprehensive briefing document for the future Bar Staff Manager.

BAR STEWARD

The Bar Steward is responsible to the Bar Committee for the professional operation of Sidney Bar and ensuring that the Licensing Objectives are met. In addition to supporting and assisting student workers the specific duties of the Bar Steward include the following:

- License Holder for Sidney Bar.
- Training student workers in responsible alcohol retailing.
- Oversight of the standards of Health, Safety and hygiene in the Bar and ancillary areas.
- Reporting any incidents to the Bar Committee.
- Attending regular meetings with the Bar Committee.

During the hours of bar operation the Bar Steward takes on the same responsibilities as the Experienced Worker.

The Bar Steward will work at least one night per week, but will ensure that all major events, as defined by the Bar Committee, are either covered by themselves or the bar committee. In addition they will work closely with the Domus Bursar, Bar Staff Manager and Bar Manager to respond to and prevent the occurrence of any disciplinary matters The Bar Staff Manager will be responsible for the Bar Steward's PDR in consultation with the Domus Bursar.

FINANCE MANAGER

- Ensure that all cash takings, along with relevant paperwork, are deposited at least once a week to the College Office and hold the receipts for cash takings.
- Communicate closely with the Bar Manager to monitor the progress of the bar's finances.
- Reconcile cash banked with weekly till values and with stock sales over the week.
- Share the responsibility, in agreement with the Assistant Finance Manager, for cashing up and ensuring that the float in the till is correct (£300).
- Review termly trading for the bar and present on this to the Bar Committee at the start of each term.
- In collaboration with the College Accountant, draw up at the start of the Michaelmas Term an annual trading statement for the previous academic year, incorporating a profit and loss account and a budget for the forthcoming year to support the reports required by the President of the SCSU.
- At the end of each pay period, produce a wage sheet showing the working hours and wages of all bar staff, which should be sent to Payroll.
- To be responsible for ensuring the till is up to date and for its programming.
- Ensure that they, or the Assistant Finance Manager, are on call to open the reserve float if necessary.
- Attend meetings of the Bar Committee
- Monitor the performance of the Bar throughout the year to ensure that it is operating to budget.
- Produce a comprehensive briefing document for the future Bar Finance Manager including a detailed sales and profit projection for the coming year.

ASSISTANT FINANCE MANAGER

- for the Finance Manager
- Share the responsibility, in agreement with the Finance Manager, for cashing up, ensuring that the float in the till is correct and that all cash takings are paid in at least once a week to the College Office.
- Attend meetings of the Bar Committee

BAR COMMITTEE ASSISTANT

- Deputise for members of the bar committee when required, and assisting them in their duties where requested.
- Managing the gaming machines in the bar.
- Ensure good standards of hygiene are maintained in the bar, cellar, storage and surrounding areas.
- Deputise for the Bar Manager for accepting and checking deliveries.
- Attend meetings of the Bar Committee

QUALIFIED EXPERIENCED WORKER

The Experienced Worker has overall responsibility for the operation of the Bar

on a given day of duty. Experienced Workers must be qualified (Level 1 Award in Responsible Alcohol Retailing). In addition to the duties outlined for general workers they are responsible for:

- Collecting the bar keys and floats from the Porter's Lodge, and preparing the bar for opening, including switching on the gas.
- Supervision of Bar Staff for the day, including recording wages both in the till and on the daily night sheet.
- Ensuring that all licence requirements are complied with, including ensuring that persons who are or appear to be drunk are refused service of alcohol.
- Preventing smoking in the Bar area including the Bar surrounds.
- Changing over empty kegs, and depositing the empties outside the old cellar.
- Ensuring good behaviour in the Bar and calling for assistance from Porters if required.
- Reporting any misbehaviour or undue mess in the Bar area (including corridors and toilets and surrounds), along with who is responsible, immediately by email to the Bar Steward, Bar Manager and Bar Staff Manager so that they may inform the Domus Bursar. Serious issues must be reported immediately to the Porter at the first opportunity.
- Ensuring that Bar Staff are correctly signing non College visitors into the bar before serving them.
- Ensuring that the bar closes on time.
- Turning off the gas at the end of the night.
- Check the cash in the till at the end of the night.
- Ensuring that the bar is clean, cleared and secured after closure.

BAR STAFF RESPONSIBILITIES

- Before working in the bar all staff must be trained in their licensing responsibilities, health and safety, and bar operation.
- Attending compulsory annual meetings and training.
- Behave with courtesy and common sense when on bar duty.

While the Bar is open:

- Restrict access behind the bar to those detailed to work on the night and members of the Bar Committee.
- Ensure that all visitors are correctly signed in by a current member of College who agrees to act as their guarantor before serving them.
- Keep the bar in a presentable state including collecting glasses and removing refuse and material for recycling throughout the period of service.
- Refuse service to anyone who appears to be drunk.
- Refuse to serve anyone who is under 18.
- Do not let anyone keep any personal belonging behind the bar.

After the Bar Closes.

- Bring down the shutters and lock the bar at the designated time.
- Ensure that the bar and associated areas are cleared and locked by the designated time. The duty Porter may check that this has been done on time.
- Do not let anyone else behind the bar.
- Clear all glasses and refuse from the bar and surrounding areas, including any broken glass.
- Wipe the tables and mop the floors in the bar and cellar.
- Check the bar surrounds are clear and tidy, including the corridor, WCs, covered walkway and adjacent borders of the Master's garden and remove any glasses and refuse.
- Wash all dirty glasses and return to shelving.
- Take all refuse and recycling materials to the bins in the car park. Do not leave any refuse or barrels in or near the bar area or in the corridor.
- Re-stock the fridges, shelves and top rack.
- Clean the bar, cellar and storage areas including floors and shelves.
- Drain and turn off the potwash.
- Turn off all lights (fridge, font and main bar).
- Check the toilets, corridor and covered walkway to ensure that they are clear of broken glass, vomit or other mess above and beyond normal wear and tear.

BAR OPERATING TIMES

	Sun - Thurs	Fri /Sat
Opening Time	2030 hrs*	2030hrs*
Bar Close	2300 hrs	2330 hrs
Bar Clear	2330 hrs	2350 hrs

*This may vary to 2000 or 2100 at different points in the year, as agreed with the Domus Bursar.

.....
 K Willox
 Domus Bursar
 October 2015

.....
 N Matthews
 Bar Manager
 October 2015

.....
 Sam Kitson-Platt
 Bar Staff Manager
 October 2015