



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Assistant Bars Manager

**Department/Division:** LSE Catering, Residential and Catering Services Division  
**Accountable to:** Bars Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Holder of a valid Personal (Alcohol) Licence	E
	Bar or public house experience	E
	Good working knowledge of alcohol licensing legislation and bar operating procedures	E
	Basic food safety qualification	E
	Experience of cellar management incl handling traditional ales	D
	Supervisory experience in a customer focused environment	D
	Food service experience	D
	Basic IT knowledge	D
<b>Service Delivery</b>	Ability to provide high volume service of drinks and food in the appropriate manner as required by LSE Catering and licensing legislation	E
	Ability to ensure high standards of customer care are achieved	E
	Ability to maintain and improve high standards of service	E
	Ability to ensure that good order is maintained on the licenced premises	E
	Ability to increase revenues	D
<b>Planning and Organising Resources</b>	Ability to assist with planning rotas and staffing levels efficiently	E
	Ability to maintain appropriate stock levels	E



	Ability to follow procedures regarding security of cash, keys and premises	E
	Ability to assist with budget management and cost control	E
	Ability to assist with improving financial performance	D
<b>Teamwork and Motivation</b>	Ability to lead and motivate staff	E
	Ability to deal tactfully with a diverse range of people	E
	Ability to work as part of a team and provide support to others at times of pressure	E
	Ability to train and develop individuals to achieve high performance	D
<b>Communication Skills</b>	Good command of English language both verbal and written	E
	Able to communicate effectively and courteously with all levels of staff, customers, suppliers and colleagues	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**