

# Bembridge Harbour Authority



## Steve's Bar Supervisor - 2022 season (April to September)

Steve's Bar is a fully customised bar, formerly owned by a national wine distributor. Based at the Duver Marina in St Helens (fronting onto Bembridge Harbour) it is open at weekends during the early part of the season (Easter through to May), extending to include weekends over the summer. The emphasis is on local produce as much as possible, with Island-made beers, ales, wines and spirits being served (info on Steve's Bar can be found on the Harbour website: [bembridgeharbour.co.uk](http://bembridgeharbour.co.uk))

### Hours of work:

Flexible - Friday and Saturday evenings and possibly Saturday lunchtime, some Sundays, increasing to include weekdays during the summer season. Closing times vary between 1900 – 2100. Opening times work around tides, visitor bookings and weather (outside seating / under cover of a marquee).

### Setting & Job Description:

Based at Duver Marina (Bembridge Harbour), The Duver, St Helens, Isle of Wight PO33 1YB

Bembridge Harbour Authority operates 7 days a week and is run by a small inclusive team who pride themselves on exceptional customer service, a friendly, efficient, professional approach at all times, and a willingness to "go the extra mile".

The Bar Supervisor will report to BHA's Operations & Safety Manager, Gordon Wight, who is also the Licence Holder.

### Skills required:

- This is a "front of house" role needing excellent customer service skills
- Previous experience of bar work required, personal licence holder preferred (not essential)
- Good organisational and numeracy skills and attention to detail
- Team player with good social skills and professional pride
- Ability to supervise others, to use own initiative and to work under pressure
- Own transport needed
- Clean driving licence to enable use of company vehicle is desirable
- Knowledge of local area advantageous

### Primary Responsibilities:

- Oversight and operation of the bar service
- Ensuring that Licencing legislation and local authority licencing conditions are complied with
- Supervision of seasonal bar staff
- Agreeing staffing levels and 4-weekly rotas with Ops and Safety Manager (who will incorporate Bar staff into the main Harbour staff rota)
- Reporting on sales/trends and stock management/business performance to the Ops and Safety Manager
- Stock management, record keeping, health and hygiene
- Attending relevant training and development of knowledge and skills as required

### In-house training given

**Dress code:** Steve's Bar logoed polo shirts and sweatshirts will be provided and must be worn when on duty. Staff to provide black, navy, white or cream plain trousers, or in hot weather plain shorts (knee length only) - no jeans or leggings. Suitable boat friendly footwear - no flipflops. A smile to be worn at all times!!

Trading/Registered Office: Bembridge Harbour Improvements Company Limited  
Harbour Office, The Duver, St Helens, Isle of Wight PO33 1YB

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