

Student Bar Assistant (Casual)

Applicant Information, Job Description and Person Specification

**Summary**

Aston Students’ Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience, including advice and support, student representation framework, over 100 clubs and societies, accommodation advice, annual events and much more.

**Job Summary**

We are looking for people to join our SU bar team and help us create good times and happy memories. We are looking to hire students who are enthusiastic and passionate about hospitality, with a desire to learn and work in a fun, fast paced bar environment. Your role will be to serve alcoholic drinks, non-alcoholic drinks and food from our bar and keep the bar space clean and tidy for all to enjoy. There are many fun and exciting events we host throughout term time and being available to work some of these is critical for any applicants.

**Principle Purpose of Job:** To support the Union’s Bar in the day to day operations, ensure a high standards of cleanliness and customer service are maintained at all times.

**Work Location:** Aston University Campus:Aston Students’ Union, B4 7BX

# **Responsible to:** Bar Manager

# **Equality, Diversity and Inclusivity**

**Aston Students’ Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.**

**Main Duties and Responsibilities:**

1. To prepare and present drinks to our specifications
2. To serve customers and follow our cash handling procedures
3. To deliver food from our kitchen to our customers
4. To ensure the customer facing areas are presented in a professional and organised manner at all times
5. Ensure you are working to our health and safety policies and adhere to all company policies and procedures at all times
6. To complete any tasks set by management that fall within a reasonable remit
7. Keep up to date with new products, menus and promotions

## General Responsibilities:

1. Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.
2. To attend all training and supervision sessions when required.
3. Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment.
4. Any other duties reasonably required by the Bar Manager or Senior Management team.

**Standards**

1. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
2. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
3. To actively demonstrate commitment to equality, diversity and inclusion.

# **Person Specification**

**Essential:**

* Pride in delivering excellent customer service
* Good teamwork ethic
* Strong communication skills
* The ability to work under pressure in a fast-paced environment
* Organised multitasker
* Able to quickly and efficiently complete tasks set by your line manager
* Punctual, reliable and trustworthy
* Good standard of numeracy and literacy

**Desirable:**

* Previous experience of working in bars
* Knowledge of different types of drinks served in bars
* Previous experience of using tills and completing customer transactions

**Applicant information**

**Eligibility**

This role is only available to current Aston students who will be available to work on campus immediately enrolled at Aston throughout 2024-2025

* Hourly rate**; £12.21 per hour plus holiday**
* Job type: **Part time, Casual Contract** -
* If you would like to clarify any information or have an informal chat about the role, please email s.hussain30@aston.ac.uk .
* To apply, please send a CV to our HR, Governance and Admin Coordinator, Shadab Hussain on s.hussain30@aston.ac.uk . The covering letter should detail how you meet the criteria required for the role.
* All applicants must have the right to work in the UK – you must provide proof of this right to work before starting a job.
* Application closing date: 12 noon Thursday, 31st July 2025
* Interview date: Tuesday 19th August 2025, Wednesday 20th August 2025, Thursday 21st August 2025 and Friday 22nd August 2025.