

Selwyn College Cambridge

Café/Bar Manager

Candidate Information Pack





About us

Selwyn College is one of the younger colleges within the University of Cambridge, having been established in 1882. It is home to students of all backgrounds from the UK and across the world, and we are proud of our diverse and inclusive academic community.

The college takes its name from George Augustus Selwyn, who was the first Bishop of New Zealand (1841-68) and later Bishop of Lichfield (1868-78), in whose memory the college was founded. The college opened at the start of the academic year in 1882 with just 28 undergraduates, the Master, the Tutor and one non-resident lecturer. At the time it was seen as out of the mainstream, being at least ten minutes' walk from King's College and the city centre. However, the Sidgwick site for humanities was later created right next door; and due to the steady growth and movement of the University into sites to the west of the city, Selwyn now stands at its geographical heart. A map of University locations, including Selwyn, can be found here: <https://www.sel.cam.ac.uk/l/27>

Our easily accessed location on Grange Road is only part of the college's attractions. Being slightly out of town allowed Selwyn to build steadily on its site – from the Old Court (1882-9) through to Cripps Court (1960's), Ann's Court (2009) and hostels in-between – so that it can accommodate all undergraduates and first year postgraduates within a single geographical community. Admitting only around 120 undergraduates and 100 postgraduates each year, this means that our students form a cohesive community, knowing many of their peers by name and most by sight. Extensive academic, pastoral, welfare and administrative support is all based at the College, and these teams of staff and academics help students feel at home here quickly.

Our academic results are excellent – the College ranked first amongst 29 undergraduate colleges in terms of the proportion achieving 'Good Honours' (firsts and upper seconds) in the University Tripos examinations in 2024. Our admissions outcomes have met or exceeded all OfS targets in terms of widening participation in higher education for the last 3 years. And we also encourage our students – and staff – to engage in college life in other ways, with a sportsground, boathouse, gym, two choirs, book clubs and many other activities bringing members together regularly.



What are we looking for in our Café/Bar Manager?

Purpose of the role

The Café/Bar Manager is responsible for the smooth day-to-day running of the College Café/Bar. Popular with students and guests alike, the Café/Bar is a bright and modern space offering a wide range of daytime café and evening bar offerings. The successful candidate will report directly to the Head of Catering. They will recruit, train and manage one full-time Supervisor and will oversee a roster of casual Café/Bar Assistants. The Café/Bar manager is expected to build close working relationships with the front-of-house and back-of-house Catering teams, so as to ensure the highest possible standard of food, drink and customer service to our college community, visitors and conference guests.

The Café/Bar Manager also has wide ranging responsibility for food safety and hygiene within the Café/Bar, and will be expected to undertake any training or qualifications necessary in relation to safety, hygiene and premises licencing compliance.

We hope to recruit:

- Someone with management experience in a catering or hospitality setting and ideally a background managing or supervising a team in a busy Café/Bar.
- Someone with a passion for delivering the highest standards of customer service and who will lead by example to inspire the same enthusiasm and commitment in others.
- A self-motivated and resourceful team member who is able to contribute new ideas and is always looking for ways to enhance the Café/Bar offer for the benefit of our community and customers.
- Someone with a friendly and approachable manner, who can respectfully build rapport with students, staff, fellows, external visitors and guests at all levels.
- A flexible, 'can do' problem solving personality with the ability to remain calm under pressure.

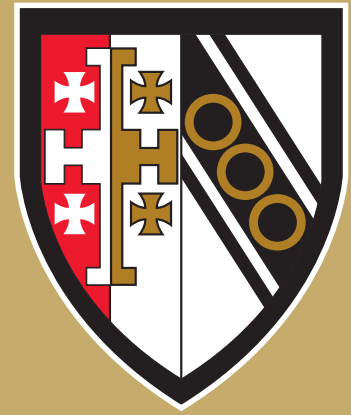


Specific Responsibilities

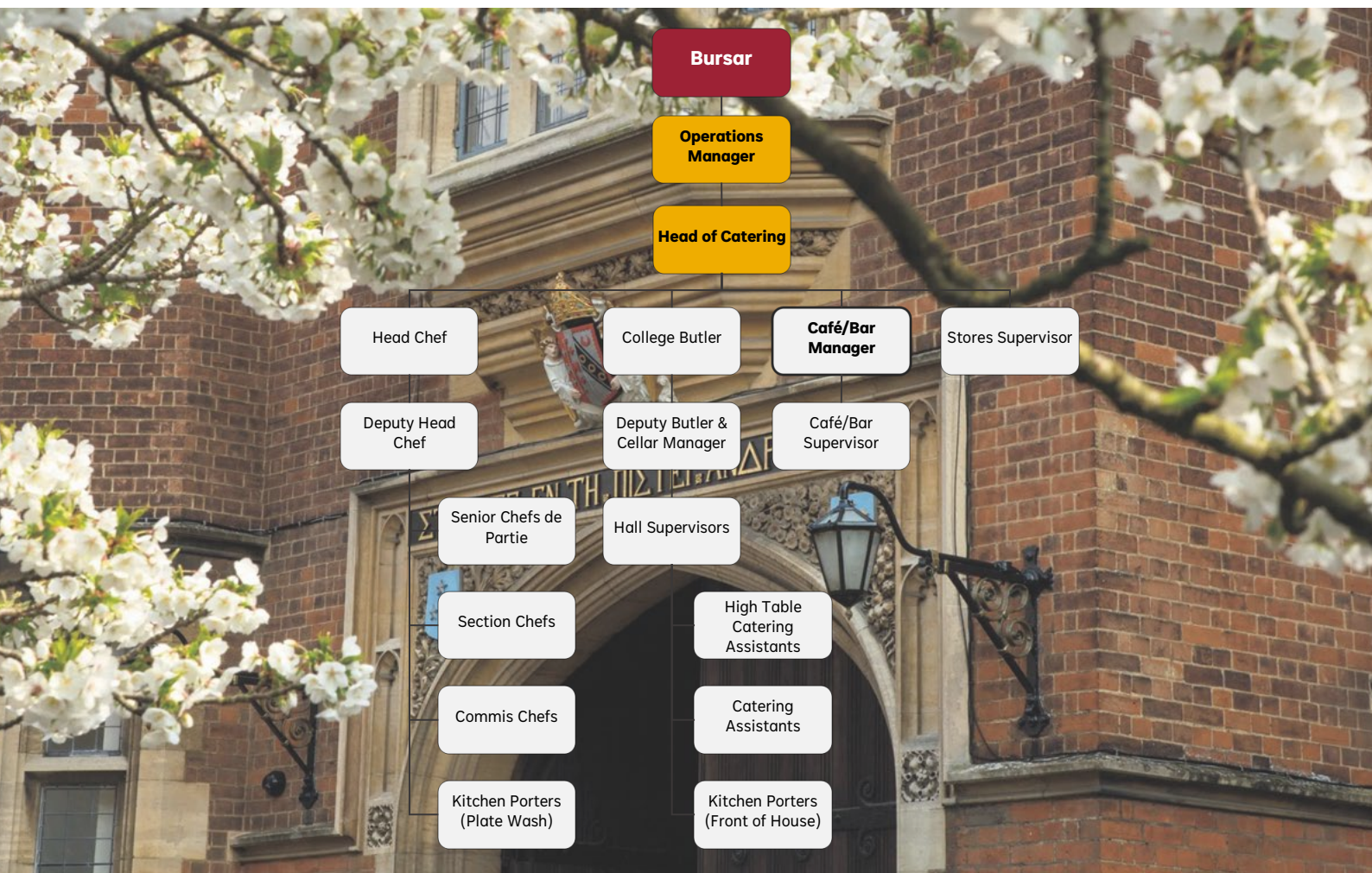
- Develop appropriate Café/Bar service standards, control processes and procedures and ensure they are maintained by staff at all times.
- Assist the Head of Catering to set annual budgets and maximise profitability by controlling costs and maintaining department budgets.
- Provide the Head of Catering with stock and staff costings for functions.
- Organise and run remote bars for external and corporate events.
- Check and record customer satisfaction regularly, ensuring all guest feedback is dealt with in a professional and efficient manner to minimise negative impressions of the College.
- Monitor the storage, condition, quantity and breakages of tableware, glassware, and equipment and carry out an annual stock take.
- Liaise with the Stores Supervisor, Butler and Head of Catering to ensure that pricing is accurate, across all areas of the Catering operation.
- Provide quarterly price checks to ensure we are competitive within the market.
- Recruit talented and enthusiastic people.
- Create and record information to track trends and sales data, look at opening hours for the bar, use sales data to adjust, according to business levels.
- Lead, manage, train, supervise and motivate a team of Baristas and service staff through coaching, performance management and annual appraisal.
- Control and organise staff rosters, providing cover for staff during absence, when necessary, to achieve the most cost-effective and efficient service, taking into account holidays, wage costs, College and promotional events, seasonality and business levels.
- Produce and maintain specification sheets for all areas of responsibility, including event preparation, security procedures and checklists for clearing up after events.
- Ensure the College's licensing hours are strictly adhered to.
- Diffuse tense situations between patrons or staff members to prevent possible safety or legal issues, liaising with the Duty Porter to eject unruly persons, if needed.
- Monitor food and beverage quality, presentation and service to ensure that service meets customer expectations. Implement changes and/or provide additional instruction to make improvements where necessary. Be instrumental in driving regular changes to the drinks and food offers.
- In conjunction with the Stores Supervisor, take responsibility for stock control, including ordering, deliveries, maintenance of stock levels and stock rotation, and return of any sub-standard items and ensure all relevant paperwork is complete for payment authorisation.
- Create a system to record stock levels for regular monthly checks and annual stock takes.
- Hold quarterly meetings with the Stores Supervisor, suppliers and their representatives to discuss new product lines, pricing, origination of promotions and initiatives to improve revenue.
- Develop and maintain professional relationships with internal and external customers.
- Assist with the annual Snowball; provide staff training, order stock, check costings, supervise the setting up arrangements in the Bar and throughout the event.
- Be a point of contact in the Head of Catering's absence.
- Undertake any other reasonable duties as may be required by the Head of Catering.
- Engage with students to encourage café/bar usage. Create events in the bar to bring in extra custom, ie music, games, karaoke nights.

Health & Safety/Hygiene

- Maintain high standard of health and safety and hygiene and ensure that the Café/Bar, Cellar and storage areas remain clean and tidy at all times.
- Monitor and adhere to the College's Food Safety Policy, completing and recording hygiene checks and audits.
- Ensure stock and equipment is correctly stored within HSE guidelines and adequate stock levels are maintained.
- Ensure reporting staff follow advised safe working practices when lifting and carrying.
- Safe storage of gas cylinders prior to, during, and after use.
- Complete and review risk assessments for the Café/Bar and associated areas and progress issues of concern. (Training will be provided)
- Safe disposal of general and recyclable waste.
- Report safety hazards, maintenance issues, accidents, damage, or student incidents.
- To complete all relevant iHasco training courses required for the role and ensure staff have as well. Provide and record toolbox talks on safe working practice.



| Criteria | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| SKILLS | | |
| Effective communication skills | X | |
| Ability to remain calm under pressure, and to help colleagues do the same | X | |
| Excellent organisational and time management skills | X | |
| Awareness of the Food Hygiene (England) Regulations 2006, COSHH Regulations and the Health & Safety at Work Act 1974 | X | |
| Good IT skills, particularly MS Word and Excel | X | |
| | | |
| EXPERIENCE | | |
| Previous management experience in a catering or hospitality setting, including setting rotas and managing stock | X | |
| Previous experience as a bar person/barista | X | |
| Previous Café/Bar management experience | | X |
| Experience managing staff | X | |
| Personal alcohol licence, or ability and willingness to obtain and maintain once in post | X | |
| Hold an accredited licencing qualification, BIIAB L2 or equivalent | | X |
| Experience of wine cellar and temperature management | | X |
| | | |
| EDUCATION | | |
| Educated to A-level standard or equivalent | X | |
| | | |
| PERSON SPECIFICATION | | |
| Well-presented, professional appearance | X | |
| A respectful, friendly and approachable manner | X | |
| A “can do”, problems solving attitude | X | |
| Willingness to be flexible in meeting the needs of the role, including working weekends, late nights, bank holidays and occasional split shifts | X | |



How to apply

Please apply by submitting:

- A completed application form
(please do not send a CV unless this is accompanied by a completed application)

via email to recruitment@sel.cam.ac.uk.

The closing date for applications is **noon, Friday, 15 August 2025**.

Interviews dates are to be determined.

Further information

If you would enjoy getting involved with the College and think you can add benefit to the role, further details are available below:

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|--------------------|--------------------------------------------------------------------------------------|
| Job title: | Café/Bar Manager |
| Location: | Selwyn College, Grange Road, CB3 9DQ. The post holder is expected to work onsite. |
| Reports to: | Head of Catering |
| Salary: | £30,720 (2025/26 cost of living pay award pending) |
| Vacancy: | Permanent, full-time (37.5 hours per week) |

Daily working hours are expected to be somewhat flexible, and will include daytime, evening, weekend and bank holiday working, subject to the requirements of the role.

A probationary period of six months applies during which the appointment may be terminated by one week's notice from either party.

Closing date: noon, Friday, 15 August 2025

Other benefits

| | |
|----------------------|------------------------------------------------------------------------------------------------|
| Annual leave: | 33 days (including bank holidays) |
| Pension: | Generous defined contribution scheme, with employer contributions up to 24% on a matched basis |
| Other: | A free meal on duty; free parking; free use of the College gym |



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www.sel.cam.ac.uk
Registered charity no. 11377517

