



JOB DESCRIPTION: CASUAL BAR STAFF

Job title:	Bar Staff
Salary:	£11.50 per hour
Hours:	Casual
Duration:	No Fixed Term
Reports to:	Stretford Public Hall Events Manager
Supervisor:	Stretford Public Hall Duty Manager

JOB OVERVIEW

Following extensive renovations, Stretford Public Hall is recruiting a small team of casual bar staff to support the hall's increasing number of private parties and events. We are looking to recruit a team of casual bar staff to tend bar at ad-hoc events throughout the year.

ABOUT FRIENDS OF STRETFORD PUBLIC HALL

Friends of Stretford Public Hall is a charitable community benefit society, established in 2015 to save Stretford Public Hall and to restore the hall to a community venue. We are a co-operative with over 800 members. The hall is home to a wide variety of cultural events and activities, including a regular community cinema, a community choir, Stretford Children's Theatre, live music nights and arts and crafts activities. All the profits that we generate at our events are reinvested in the hall and its community activities.

Over the past 18 months, the hall's large ballroom has undergone significant renovations. The result is a multi-purpose event space suitable for a variety of weddings, community events and private functions. We are now looking to recruit a team of passionate and enthusiastic event staff to support the opening of this new event space.

HOURS OF WORK

Bar staff shifts will take place both during and outside of normal working hours:

- Weekday daytime, 9am to 5pm
- Weekday evenings, from 5pm to 11pm
- Saturdays and Sundays, daytime and evening (from 8am – 12am, midnight)
- Bank holidays, daytime and evening (from 8am – 12am, midnight)



RESPONSIBILITIES

Duties of our bar staff include:

- Taking drinks orders from customers and serving hot and cold drinks as requested. Mixing drinks using a range of ingredients including spirits, bitters, soda and water.
- Cash handling and use of an iPad-based till system, to collect payments and provide change as needed.
- Providing a positive and friendly customer experience by interacting with visitors, event guests and attendees. Having a good working knowledge of bar stock and using this to make drinks recommendations to customers
- Monitoring and maintaining a well-stocked bar with an adequate supply of drinks, ice, napkins, straws, glassware, and other accessories. Collecting, washing and restocking glassware to ensure a constant clean supply.
- Regular cleaning of bar, tables, chairs, and work area to maintain a safe and hygienic environment. Keeping the bar area tidy and well organised, to speed up the preparation of drinks and stock taking.
- Complying with all food and drink-related hygiene regulations and licencing requirements. Following the requirements of Stretford Public Hall's premises licence (eg checking ID to verify customer age when required and knowing when to refuse to serve customers)

YOUR EXPERIENCE

Essential

- Training and experience of working in a bar / hospitality environment.
- Experience of delivering high quality customer service within hospitality.
- Cash handling and payment experience. Confident using software applications for processing payments.

Desirable

- Interest and enthusiasm for working in an arts and cultural environment.
- A commitment to Stretford Public Hall's ethos as a community-owned venue.
- Understanding of licensing /relevant legislation relating to event management.



YOUR KNOWLEDGE & SKILLS

Essential

- An appreciation of and commitment to excellent customer service.
- A positive, enthusiastic, and flexible attitude towards customers and colleagues.
- The ability to work collaboratively both internally and externally, with people at all levels.
- A confident communicator with excellent people skills.
- Exceptional time management skills and the ability to multitask, with good attention to detail.
- The ability to work under pressure whilst maintaining a calm approach towards customers.
- Well organised with the ability to maintain a clean and tidy workspace.
- Physical fit and able to stand for long periods of time.

Desirable

- Knowledge of drink-mixing and garnishing (eg cocktail making).
- Food Hygiene Certificate Level 2

ADDITIONAL INFORMATION

Employment will initially be on a casual, hourly basis, at a rate of £11.50 per hour.

For more information about this role, please contact Joanna Jones by email Joanna@stretfordpublichall.org.uk or on 07395 529034.

To apply for the position, please send your CV to Joanna Jones, together with a cover email explaining why you would like the position: Joanna@stretfordpublichall.org.uk

The deadline for applications is **Monday 28th June 2021** and we are keen to appoint staff as soon as possible.