

Casual Bar Manager: Job Description & Person Specification

Post Title:	Casual Bar Manager
Responsible to:	Bar Manager
Responsible for:	Bar Volunteers
Key contacts:	All other staff and volunteers, external suppliers and customers

Background

Based in Wavendon on the outskirts of Milton Keynes, The Stables is one of the UK's busiest and most successful music venues, promoting around 400 concerts of jazz, pop, rock, folk and world music each year in our 400-seat auditorium and 80 seat studio. It also runs around 250 education sessions annually and a busy programme of conferences and corporate events. The Stables produces IF: Milton Keynes International Festival, a 10-day international arts festival. Future plans include the promotion of events in other places and spaces.

The Stables bar is open on concert nights, serving a wide range of drinks and snacks.

Job Summary

Responsible for all bar activities during the evening, specifically:

- The serving of all bar stocks to members of the audience and to the artiste(s).
- The organising and serving of all interval orders.
- The cashing up of all monies at the end of the evening.
- The maintenance/cleanliness of all bar equipment in line with health and safety regulations.

N.B. This Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.

Principal Responsibilities

1. Oversee the activities of all bar staff, including snack bar
2. Set up tills at the beginning of the evening (checking the floats etc.)
3. Switch on glass washer (if not already switched on).
4. Turn on gas and beer in cellar, pull through to bar
5. Set up the bar and snack bar – check stocks and restock as necessary.
6. Check glasses are sufficient, clean and unchipped.
7. Serve drinks as necessary throughout the evening.
8. Check drink stocks and glasses throughout the evening.
9. Prepare pre-orders for interval.

10. Keep bar surfaces as clean and dry as possible.
11. Wash and put away glasses (throughout the evening and at the end of the performance).
12. Ensure bar is prepared for next performance at the end of the evening.
13. Take black rubbish bags & recycling to bins at end of the evening.
14. Cash up total monies and reconcile with total on cash till.

Required Knowledge and Experience

Criteria	Essential	Desirable
Job Related Experience	<ul style="list-style-type: none"> • Previous bar experience 	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience of managing or overseeing a bar / catering facility
Personal Qualities	<ul style="list-style-type: none"> • Courteous • Ability to work under pressure • Basic numerical skills 	
Other	<ul style="list-style-type: none"> • Willing to undergo training • Flexible – evening and weekend work 	

Key Terms and Conditions

The current rate of pay for this post is £8 per hour.

The post is offered as a casual role – each shift runs from 5pm to midnight. Number of shifts per week to be agreed with the Bar Manager. You will be expected to be available for weekend shifts.

The job will be subject to a three month probationary period.

Full terms and conditions will be made available on offer of appointment.

Applicants who wish to discuss the role in advance of application can arrange to talk to Lorraine Hack on 01908 280828 or emailing lorraine.hack@stables.org

How to Apply

Applications must be made on The Stables application form which can be downloaded from The Stables website www.stables.org or obtained from lorraine.hack@stables.org We regret that CVs cannot be accepted (no agencies please).

Applications should be returned to lorraine.hack@stables.org or by mail to Lorraine Hack, The Stables Theatre Ltd, Stockwell Lane, Wavendon, Milton Keynes, MK17 8LU

As this is casual post, there is no fixed closing date for applications.

If you have not heard from us within three weeks of the closing date then your application has not been successful on this occasion, and we are unable to enter into any further correspondence in relation to your application.

The Stables is an equal opportunities employer, which is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities. We would be grateful if you can also complete and return our Equal Opportunities monitoring form.