



## Casual Bar Manager: Job Description & Person Specification

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

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### **Background**

The Stables, based in Milton Keynes, is one of the UK's leading music organisations with a vision to engage the widest range of people with music in all its diversity. As a registered charity we strive to enrich people's lives with opportunities to access, participate in and experience live music, and the arts in general.

We usually deliver more than 400 concerts across all music genres and 250 learning and participation projects each year. The venue is used to welcoming over 100,000 visitors to the site annually. We also produce events in other places including IF: Milton Keynes International Festival, a large-scale event which engages people with extraordinary events in unusual spaces and in unexpected ways.

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

[www.stables.org](http://www.stables.org)

[www.ifmiltonkeynes.org](http://www.ifmiltonkeynes.org)

### **Job Summary**

You will be 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**

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

**Key Terms and Conditions**

The current rate of pay for this post is £12 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 Jo Cooper on 01908 280828 or emailing [joana.cooper@stables.org](mailto:joana.cooper@stables.org)

## **How to Apply**

Please submit a CV with covering letter that details your interest and suitability for the role with particular reference to how you meet the skills and experience required.

Applications should be returned to [joana.cooper@stables.org](mailto:joana.cooper@stables.org) or by mail to Joana Cooper, The Stables Theatre, 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 submitting your application, then your application has not been successful on this occasion - we are unable to enter into any further correspondence in relation to this.

*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.*