



Faculty/Department	
Job Title:	Casual Bar Staff
Grade:	National Minimum Wage
Post Purpose:	To be responsible for all front of house services during events at The Venue
Accountable to:	Theatre Manager
Duties, Responsibilities and Key Tasks:	<p>This job profile is a guide to the work that you will be required to carry out. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.</p> <ul style="list-style-type: none"> • To efficiently operate the theatre’s bar selling and pouring drinks • To responsibly handle takings and account for all income taken. • To deal effectively with customer feedback and enquiries. • To be proactive in bar and merchandise sales to ensure maximum profitability. • Ensure that the bar is always fully stocked, and that stock is attractively presented. • To ensure that all areas of the front of house are clean, tidy, and well organised. • To abide by and enforce appropriate licensing regulations. • To adhere to and assist with stock control procedures. • To ensure that regular cleaning duties are carried out. • To attend training sessions necessary for the successful execution of the role. • To adhere to all fire, health and safety procedures to minimise the risk of injury and accidents • Undertake any duties that may reasonably be requested by the Theatre Management
General	<ul style="list-style-type: none"> • To be aware of the Trust’s duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.



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| | <ul style="list-style-type: none">• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO. |
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Equivalent of P16 qualification	D	A
Knowledge and experience		
Respectful and receptive approach to all Health and Safety requirements.	E	A/I
Previous experience of working within theatre or hospitality.	D	A/I
Skills		
A helpful, positive and flexible approach and attitude	E	A/I
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Ability to work under pressure	E	A/I
Ability to work well within a team	E	A/I
Be self-motivated to acquire new skills and knowledge	E	A/I
Be physically capable of undertaking the requirements of the job.	D	A/I
IT literate	E	I
Ability to absorb new information and communicate clearly	E	A/I
Effective organisational skills	E	A/I
First Aid at work	E	I
Personal attributes		
Willingness and availability to work unsociable hours determined by the needs of the post	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature