

CASUAL BAR PERSON – the Place.

1.	<u>Job Purpose</u> To provide an efficient bar and refreshment service from the fully licensed bar facility at the venue.
2.	<u>Major Tasks</u> <ul style="list-style-type: none">• To serve wine, spirits and confectionary to customers including the mixing of drinks and simple cocktails.• To operate electronic tills and be responsible for cashing and balancing the daily bar takings.• To clean and maintain a tidy bar area.
3.	<u>Job Activities</u> <ul style="list-style-type: none">• Serving the public.• Operation of electronic tills and cash handling.• Cashing and balancing tills at the end of shifts.• Stocking fridges, changing barrels and optics, assisting with stock rotation and recording stock.• Washing glasses, cleaning and maintaining a tidy bar area.• Recycling Plastics, glasses and cardboard waste.• To have a knowledge of emergency procedures and assist with fire evacuations.• To have an understanding of health and safety of customers and front of house staff.• To provide front of house steward duties when required.
4.	<u>Performance Requirements</u> The post holder will have regular contact with the general public and is required to have excellent customer service skills. The post holder will be part of a front of house team is required to be a good communicator and team worker. The post requires Health & Safety awareness. The post holder will work under the direction of; The Centre Manager Front Of House Manager On site duty Officer. The post holder will be required to work mainly evenings and weekends

The job description must be consistent with the person specification.

Template for Person Specification can be found at <M:\Recruitment Policy - do not amend\Section 2 - Example of Person Spec.doc>