

An Grianán Theatre

Bar Supervisor Recruitment

Job Description

Job Title: Bar Supervisor

Job Role: The role of Bar Supervisor is a hands-on role which takes responsibility for the running and staffing of the theatre's bar. It is a front-line role in dealing with the theatre's customers and will provide the highest standards in customer service, cash handling and bar services for An Grianán Theatre. Working alongside other bar staff, it also requires the supervisor to oversee other bar staff and to ensure that they are providing a consistent and excellent service. In addition, this role requires the candidate to provide cover in the theatre's Café for illness or holiday cover and as required.

Key Responsibilities include but not limited to:

Show Time Bar Service

A detailed list of duties will be provided but the key elements include

- Ensure Cash, till and Floats are ready
- Ensure there is adequate stock in the fridges and optics for service including restock after preshow and post-show service.
- Ensure that the areas of the bar and tables are clean and polished
- Leave bar areas clean and prepped for Café service the following morning
- Lock bar and ensure drinks stock is secure.
- Direct other Bar staff to assist you to fulfil responsibilities as required.

Café Supervision (as required)

- Meeting and greeting customers and arranging their needs for special events and private functions as well as dealing with complaints should they arise.
- Take food orders, prepare and serve food and clear tables.
- Prepare customer food bill and ensure payment is made.
- Maintaining quality control, hygiene and health and safety to the recommended HACCP standards and coordinating the implementation of any recommendations from the Health Inspector
- Working with the Marketing team to attract patrons through special promotions and consistent advertising.
- Devising Menus for special offers and promotions in liaison with the chef and other café bar staff.

General

- To communicate effectively with the Duty Supervisor on all show nights to ensure the highest standards in customer care is delivered to the theatre's patrons.

- To be a key holder for the theatre building - To lock up the theatre buildings as required and ensure that the security alarm is activated.
- Order Bar stock from suppliers as required
- Carry out monthly stock take.

Reports to: Café Bar Supervisor and Venue Director

Works with: Front of House staff, Box Office staff, Bar staff, technical staff, Admin staff, Community Employment Staff, Customers and Visiting artists and companies.

The Role

Job Title – Bar Supervisor

Hours - 20 Hours min (Part Time) Flexible - Evening and Weekend hours required

Base - An Grianán Theatre

Rate of Pay - €15 per hour

Starting date – Immediate

To Apply - Please submit your CV outlining your suitability for the role. Please include the names and contact details of 2 referees in your application. Send your application to angeatery@gmail.com

Deadline - **Friday 22 November 2024 10 AM.**

Person Specification:

This role requires a motivated and dynamic person who can work quickly operate in a methodical, well organised manner while maintaining a high level of customer care.

Essential Attributes: Experience of bar service in a busy environment
Excellent positive, efficient, and courteous verbal communications
Excellent cash handling skills
Available to work evenings and weekend shifts

Desirable Attributes: Minimum 1 year of experience in a customer service-related industry

Attitudes, Skills and Abilities:

- Strong interpersonal and communication skills
- Ability to work under pressure
- Flexibility to work equally well on own initiative as well as collaborating as part of a close-knit team.
- High standard of attention to detail, integrity and reliability.

Equal Opportunities Statement - An Grianán Theatre is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.