



Bar Coordinator

Salary: £19,554 per annum (subject to job evaluation)

Hours: Full time, annualised (based on an average of 37 hours per week)

Holiday: 20 days per annum plus 8 standard bank holidays

Closing Date: 1st August 2021

Interview Date: 9th August 2021

Place of Work: all WTM venues

Reports To: Head of Customer Experience

Line Manager Responsibility For: none

Worthing Theatres and Museum aims to:

Surprise and delight our audiences with visionary work of artistic excellence.

Provide aspirational opportunities for young people ensuring the creative voices of the future.

Cultivate creativity, supporting the next generation of artists.

Champion inclusion, curating a diverse programme.

Invest in our teams, making creative thinking the norm.

Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.

Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.



Job Description

Principal purpose of job (role summary)

To be responsible for the security and management of all bars food and beverage stock. Lead on the running of the bar for large scales events. To order stock and receive deliveries, ensuring the maintenance of appropriate stock levels, securing stock in relevant storage and bar areas. To carry out the cleaning and maintenance of kiosk and bar equipment. To supervise and train casual staff in bar duties as required.

Main duties, tasks and responsibilities of post holder

1. Take the lead on running the bar for busy shows, ensuring the delivery of an effective pre-show and interval bar.
2. Assist the Head of Customer Experience in monitoring bar KPIs, running regular reports from the till system.

Stock Management

1. Place orders as required to maintain appropriate stock levels
2. Raise purchase orders and receive goods on the FMS system.
3. To be responsible for security of stock, overseeing requisitions of stock from the cellars to the bars
4. Receiving deliveries, checking items are the right quantity and quality
5. Reporting any discrepancies with stock and assisting in investigations



6. Moving stock to the required locations, ensuring appropriate storage for wet and dry items.
7. Stock rotation to minimise wastage
8. Ensuring all paperwork relating to stock is completed as per policies and update stock module on tills
9. Line checks, internal stock takes as required
10. Preparation for the monthly stock takes and yearly audits
11. Ensure Bars are fully stocked and beers connected ready for service.

Maintenance and Cleaning

1. Department lead for maintenance and inspection of bars and kiosk equipment.
2. Perform the necessary cleaning of pipes and dispense systems for all beverages thereby ensuring the highest quality of product.
3. Regularly check and maintain the cellar cooling system, bottled beer coolers, draft beer coolers and other bars and kitchen equipment to see that all is working efficiently. Report faults and arrange nominated companies to complete repairs as needed.
4. Responsible for the cleaning of bar and kiosk equipment, upholding agreed standards of cleanliness and presentation in line with EHO regulations.
5. Ensure the correct disposal of chemical and bar related waste and work to minimise waste and increase levels of recycling.

Training and Health & Safety

6. Promoting best practice in cellar works and stock control within the department.
7. Training customer experience staff to; safely handle stock, maintain security of stock, set up temporary bars at internal and external venues, cleaning of bar.
8. Create job lists to delegate cleaning duties to other staff as necessary.



9. To ensure all bars and catering equipment adheres to Health and Safety standards by organising and carrying out documented maintenance and temperature checks. To keep up to date records of all inspections.
10. To ensure the safe and secure storage and handling of stock and equipment, specifically in line with Manual Handling, PPE, COSHH and Electricity at Work regulations.
11. To carry out and provide information, instruction, training and supervision with regard to cellar, stock and equipment set up and use procedures.
12. To undertake training in emergency procedures and to report all incidents and near misses using the correct procedure.

1. General

Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.

Undertake such other duties as may reasonably be allocated to the post-holder, which may involve providing assistance in any section of the department as may be required from time to time.

Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post-holder as a result of legislation, codes of practice or WTM policies.

Promote the service and WTM positively at all times.



The post holder will be required to undertake such other duties as may be required within the grade and competence of the post-holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post-holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Criteria

Essential

1. Demonstrable experience working with bar cellars and equipment
2. Hold a valid personal licence
3. Experience of working on a busy bar
4. Knowledge of wines, beers and spirits
5. Experience of ordering stock and receiving deliveries
6. Manual Handling Training
7. Good numeracy, literacy and IT skills (experience of using Office or Google Suite and email)
8. Knowledge of COSHH
9. Experience of stock control
10. Ability to stand for long periods, bend, stretch, lean, reach, carry heavy or awkward items and to undertake safe manual handling



11. Friendly and professional communicator
12. Practical, hands on approach
13. Available to work regular evenings and weekends as part of a shift pattern
14. Able to prioritise a diverse workload under time pressure
15. Excellent customer service skills
16. Organised with good attention to detail and able to work on own initiative
17. Adaptable to the changing needs of busy venues
18. Have an awareness of equalities and how to apply this in the workplace thinking about both staff and customers

Desirable

1. Experience of training/supervising staff
2. Driving licence and ability to drive a transit van

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

WTM

worthing theatres and museum

