Assistant Bar Manager Application Pack

**Trinity Community Arts**

Thank you for your interest in applying for the role of Assistant Bar Manager at Trinity Community Arts. In this application pack you will find:

* Job description
* Person specification
* Trinity Recruitment Policy
* Further information about Trinity and the work we do

**How to Apply**

Trinty is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please get in touch on [info@trintybristol.org.uk](mailto:info@trintybristol.org.uk) / 0117 935 1200. Please do let us know if this applies to you, or if you need this document in a different format.

**Deadline: 9am, Wednesday 23rd Feb 2022**

**Interviews W/C 28th Feb 2022**

**Trinity Community Enterprises**

**Assistant Bar Manager**

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| Contract type: | Permanent |
| Job Title: | Assistant Bar Manager |
| Responsible to: | Bar Manager |
| Team: | Events & Programming |
| Rate of Pay: | £10ph-£11ph, increasing to £11ph-£12.10ph 20hr pw basic + shifts  (paid monthly, on or before 25th of each month) |
| Pay scale/band: | 3-4 - SCP 13-19 |
| Hours: | Primary working hours evenings, nights and weekends. There are a variety of shifts available. The number of shifts allocated per months varies in accordance with the number of events, including seasonal variations. |

The Trinity Centre is a community arts space and one of Bristol’s favourite live-music venues. We deliver an eclectic programme of live-music, sound-system and club nights across the widest spectrum of music genres. As a community arts space, we also programme theatre and dance performances and provide space to community groups and individuals for activities including discos for adults with learning difficulties, community thank-you awards and celebrations as well as space for weddings, private parties and conferences.

Trinity Community Arts is a registered charity with a trading subsidiary - Trinity Community Enterprises - managing all our commercial activity, including bar. We are seeking a Bar Manager to join the Trinity Team to run our bar operations and assist with the smooth running of our live music entertainment, events and hire services.

The role will require someone who is willing to work flexibly according to our growing events

calendar. This is an ideal role for community minded music lovers who would like to lead our friendly, hard working and motivated bar team to help us raise vital funds to support our charitable activities and ensure the Trinity Centre has a sustainable future, not reliant on grant-funding.

**Responsibilities**

Working with the Bar Manager, you will oversee and ensure effective running of the Trinity Centre Bar, including but not exclusive of, sometimes in their absence:

* Understanding of and compliance with all licence conditions
* Maintaining a pool of casual bar staff and supervising staff during shifts
* Ensuring safety of bar staff and patrons through good housekeeping and enforcing quality and safety controls
* Working with diverse personalities both on the staff and customers and maintaining a fun, safe atmosphere
* Reporting at the end of every shift. We are a cashless venue
* Cellar and stock management including overseeing receipt of deliveries, stock-takes and reordering supplies in accordance with event-trends/predicted consumption
* Ensuring the Trinity Bar areas are safe, clean, tidy and presentable to the public at all times, including carrying out regular line cleans
* Attending weekly Events meetings (Currently 10am-12pm, Tuesdays) with Programme, Bar and other Centre staff as required in order to ensure effective management of the bar services
* Understand and uphold all Trinity’s policies, in particular Health & Safety, Safeguarding (Challenge 25), Equal Opportunities and Code of Conduct
* Undertaking any other work as agreed with the Bar Manager and/or Venue Manager as may appropriate for the position

**Person Specification**

Essential

* Bar experience, in particular in busy bar environment
* Excellent interpersonal and customer-care skills and a commitment to providing excellent service
* Understanding of issues around Health and Safety in a public space, licensing and implementing procedures
* Numeracy skills, including experience of cash handling and using electronic till systems
* Experience of working with the public, including problem solving.
* Demonstrable ability of working as part of a team
* Ability to use initiative and work with minimum supervision
* Understanding and awareness of Safeguarding and its implementation
* A flexible approach to work, including the ability to work unsociable hours
* Good communication skills
* Commitment to the values and objectives of Trinity Community Arts

Desirable

* Supervisory/management experience
* Personal License holder
* Experience of working within a diverse community environment
* Event management experience
* First Aid qualification
* Fire Marshal training
* Health & Safety training

**Shift patterns**

The post holder will be expected to work flexible hours where required. Events range from small to large scale public and private functions. Hours of work will vary - shifts may cover some of the following:

* Live music/performance events - Mondays-Sundays, 5pm-1am
* Club nights - Fridays and Saturdays, 9pm-6am
* Wedding ceremonies and receptions - Fridays-Sundays, 4pm-2am
* Other weekday/weekend functions and events, also attending meetings, deliveries and stock-takes, 9am-5pm

**Training**

The post holder will be given training in first aid, health and safety and fire marshal as well other

training opportunities as identified (all induction and time spent training will be paid for).

A basic DBS (formerly CRB) check is required for this post, in relation to our Safeguarding

policy.

**Application process**

To apply please download and complete an application form and accompanying personal details

and equal opportunities forms and email to [info@trinitybristol.org.uk](mailto:info@3ca.org.uk)

Please note we cannot accept CVs.

**Trinity recruitment policy**

Trinity is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled

employees are not excluded from this post, where this does not conflict with our Safeguarding

policy.