



Bridges Centre – Monmouth Job Description – Casual Bar Team Member

Job Purpose:

Preparing beverages for guests and serving them at the bar or through the wait staff of Bridges Centre. Maintaining a clean and organised work environment.

Salary: NMW (£8.91 Per Hour)

Hours: Casual Worker Contract - The Centre Director will contact you from time to time to offer you work in the bar as required for weddings, events and other functions.

As much advance notice will be given to ensure flexibility to work evenings and weekends as required.

Annual leave entitlement: 22 days plus bank and public holidays - pro-rata to reflect hours worked

Reporting to: Centre Director

Main Duties:

- Mixing beverages using an extensive range of ingredients including liquor, bitters, soda, water, sugar, and fruits
- Taking beverage orders from customers or front of house staff and serving drinks as requested in a timely manner.
- Assessing customer preferences and making drink recommendations including identifying sales opportunities to up-sell and cross-sell products.
- Providing a positive and friendly guest experience
- Using the till, card machine and taking cash payments as required.
- Restock and replenish the bar inventory with an adequate supply of liquor, beer, wine, mixers, ice, napkins, straws, glassware, and other accessories
- Checking identification to verify legal age requirements for all customers
- Cleaning the bar, tables, chairs, and work area to maintain a sanitary environment
- Organising the bar area to streamline drink preparation and inventory
- Slicing and preparing fruit garnishes for drinks
- Limiting customer problems by restricting alcohol intake and attempting to curtail inappropriate behaviour
- Closing down the bar and bringing it back to the required level of cleanliness and set up acceptable for the next event
- Assisting with deliveries and stocks and the associated checks required.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Centre Director additional to those shown above, from time to time.

Essential Skills/Qualities Required:

- 1. People skills:**
Excellent interpersonal skills and the ability to make guests feel welcome and well cared for.
Attention to detail with a pride in your work.
Strong observational skills and conflict resolution
- 2. Teamwork:**
The ability to work closely with other team members during a shift.
"Can do" attitude, with a willingness to get involved
- 3. Organisation skills:**
Being able to multi-task and juggle competing priorities throughout a shift.
Good time management skills with a focus on punctuality
Written and numeracy skills
- 4. Knowledge within a similar role:**
Training or Experience with Bartending, knowledge of drink mixing and garnishing,
Knowledge including taking orders and payments.

Qualifications/Training Required:

1. Bar Tending / Hospitality Qualification or experience in a similar role preferred, but not essential as training can be given
2. Strong Communicator and have a good level of numeracy – Essential

General:

1. To comply with all Bridges Policies and procedures.
2. To maintain a high level of personal hygiene presenting a clean, smart, safe and practical appearance at work.
3. To undertake training relevant for the role (as required).

Application process:

To apply for this role, you must be over 18 to serve alcohol; however, if you are younger, we may still have positions available for you - please see 'opportunities' on our website.

Please complete the **Application form for all roles** on the opportunities section of our website and send it to Amy McDougall, by email to Amy.McDougall@bridgescentre.org.uk or by post to Drybridge House, Monmouth, NP25 5AS.

Application deadline: Friday 10th December 2021
Interview date: TBC
Start date: ASAP

Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.