

**JOB DESCRIPTION**

<b>POST:</b>	<b>Casual Bar &amp; Waiting Staff</b>
<b>RESPONSIBLE TO:</b>	<b>The Bars &amp; Catering Manager</b>
<b>HOURS OF WORK:</b>	<b>As and when required</b>
<b>LOCATION:</b>	<b>Jersey Opera House or any external event</b>
<b>SALARY:</b>	<b>£8.60 per hour inclusive of 4% rolled up holiday pay</b>
<b>PURPOSE OF JOB:</b>	<b>To undertake the serving of drinks from the bar. To wait tables and to assist at hospitality events and deal with associated cleaning.</b>

**Key tasks:**

- ❖ To serve drinks from the bar efficiently and deal with food orders methodically and knowledgeably.
- ❖ To assist in maintaining a stock rotation system including regular stock monitoring and control and the recording of wastage.
- ❖ To operate the café bar cash tills and handle cash and credit cards in an efficient and accurate manner.
- ❖ To wait, clear and clean tables and keep all Front of House areas clean and presented to a high standard.
- ❖ To provide a high standard of customer service whilst maintaining a sense of humour.
- ❖ To respect and fulfil all policies relating to food hygiene.
- ❖ To undertake the in-house training programme as directed by the Bars & Catering Manager and the Bars & Catering Supervisor.
- ❖ To liaise and co-operate with other departments within the Jersey Opera House at all times.
- ❖ To adhere to all policies including Health & Safety and Equal Opportunities undertaking such duties as may be required to implement them.
- ❖ To undertake all ad hoc duties as required by the Theatre Director.

**Skills and experience:**

- Excellent customer service skills.
- Good oral and written communication skills.
- Previous cash and credit card handling experience.
- Previous experience of working in a bars & catering environment (desirable).

**Personality:**

- Ability to work as part of a team.
- Ability to work in a pressurised environment.
- High level of initiative.
- Ability to work unsocial hours, weekends and bank holidays.