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

**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.