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| **JOB DESCRIPTION** | |
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| **POST:** | **BARS & OH! CAFÉBAR SUPERVISOR** |
| **RESPONSIBLE TO:** | **BARS & OH! CAFÉBAR MANAGER** |
| **RESPONSIBLE FOR:** | **ALL BAR STAFF** |
| **CONTRACT:** | **FULL TIME, PERMANENT** |
| **HOURS OF WORK:** | **40 HOURS PER WEEK** |
| **LOCATION:** | **JERSEY OPERA HOUSE OR ANY EXTERNAL EVENT SITE** |
| **PURPOSE OF JOB:** | **To assist the Bars & OH! Cafébar Manager with all aspects of the bars & catering operation at the Opera House.** |

**Key tasks:**

* To support the Bars & Catering Manager with the overall operation and management of the bars and catering functions at the Opera House.
* To deliver excellent customer service at all times.
* To serve drinks from the bars and deal with orders in an efficient manner.
* To wait, clear and clean tables.
* To maintain speed of service and cleanliness of the venue.
* 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 in an efficient and accurate manner.
* To cash up and reconcile all tills at the end of the shift.
* To liaise with Head Chef to solve problems and ensure great service.
* To liaise and co-operate with other departments within the Jersey Opera House.
* To deputise for the Bars & Catering Manager in their absence.
* To respect and fulfil all policies relating to food hygiene.
* 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 Bars & Catering Manager and the Theatre Director.



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| **PERSON SPECIFICATION** |

**Skills:**

* It is essential that candidates have experience of working in a catering and hospitality focused industry.
* Knowledge of beverage and the preparation of food.
* Practical experience of stock takes and cellar management.
* Commitment to the provision of excellent customer service.
* High level of numeracy and literacy.
* Computer literate especially in Microsoft Word and Excel.
* Excellent oral and written communication skills.
* Commitment to Equal Opportunities.
* High level of initiative and strong organisational skills.

**Experience:**

* Minimum of 2 years’ experience bars & catering.

**Personality:**

* Ability to work as part of a team but also unsupervised.
* Ability to work in a pressurised environment and maintain a sense of humour.
* Ability to solve problems quickly and efficiently.
* High degree of self-motivation.
* Ability to work unsocial hours, weekends and bank holidays.

*This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the Jersey Opera House.*