

JOB DESCRIPTION

LOCATION: The Ashcroft Function Suite

OCCUPATION

Job Title: Bar Staff

Grade: Minimum wage

Accountable To: Shift Supervisor

Accountable For: Responsibilities to include the sale and service of alcohol.
Cleaning of bar area

Hours of Duty: Hours to suit the needs of the business but principally evenings
and weekends

PURPOSE AND OBJECTS OF THE JOB

To undertake all duties concerned with the smooth running of the bar at the Ashcroft, Whitworth Civic Hall and to work diligently whether self motivated or directed by the Shift Supervisor. The applicant will need to share Rossendale Leisure Trust's sense of pride in the facility.

Control of Resources

Financial

Bar takings/Till management

Stock

To inform the Shift Supervisor of any stock related issues.

Health/Safety/Welfare

Work in accordance with the risk assessments provided and adhere to and understand all operating procedures and action plans.

Relationships

The Bar Staff will be the main point of liaison with customers and will behave in a courteous and professional manner at all times.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with their contract.
- (ii) Ensure that Rossendale Leisure Trust's standards are upheld.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post, which will include.
 - Sale of alcohol/beverages
 - Maintenance/cleaning of bar area
 - Cash Control, Till Management
 - Key holder responsible for opening/locking up.
 - Cash reconciliation
 - Minor Catering (Tea / coffee, snacks, buffets etc)
 - Any other proper business not covered by the above

