

**Job Description - Assistant Bar Manager**

**About the Arcola Café/Bar**

Arcola Bar is first and foremost a Theatre Bar, serving theatre audiences up to 7 days per week. The small bar is co-located with 2 theatre spaces of 200 and 100 seats respectively, with the theatre foyer flowing in to the bar.

As well as serving theatre audiences, Arcola Bar has a late-night programme of live music and late-night events, fitted around the main theatre programme. See <https://www.arcolatheatre.com/bar/> for details of upcoming nights (these range from 5-piece swing jazz bands to Hip-Hop DJs). Special events such as press nights, and private hires are also to be catered for.

The bar is an essential part of the Arcola experience and is a key income generator for the theatre. You will be working closely with the *Assistant Bar Manager* as well as the *Front of House and box office team*, ensuring that FOH and Bar/café work well together in offering excellent customer service and supporting each other’s functions.

**Opening Hours**

Café:

MON – SAT (10am – 6pm)

Bar:

MON – THURS (5pm – Midnight)

FRI (5pm – 2.30am)

SAT (2pm – 3am)

Semi-regular Sunday openings (normally 2/3 a month, and based upon MON – THURS timings)

**Main Purposes of the Job** – to assist the Bar Manager with the smooth running of the shift on a day to day and week by week basis with effective communication within and between all departments.

**Reporting to** - Bar Manager

**Key responsibilities**

* Actively seek ways to improve the operation, agree and implement any resulting actions with Bar Manager
* To ensure that the Arcola standards are observed, trained, focused and assessed throughout the year
* To positively promote sales awareness within the bar team and maximise sales opportunities
* You should be able to lead from the front, have an eye for detail regarding service and standards
* Seek out new opportunities for events at the bar
* Training and motivating staff
* Doing weekly stock-takes and ordering as necessary
* Handling deliveries
* Maintaining the good condition of the bar area
* Enforcing health and safety rules
* Helping Bar Manager adhere to budgets, increasing profits and managing cashflow
* Cashing up and being responsible for opening / closing the bar when Bar Manager is away.

**Person Specification**

* At Least 2 years experience in a similar management role
* Cocktail experience preferred
* Understand the difference between being bossy and being a leader
* You must have proven knowledge of stock procedures and understand ordering and par levels.
* Good understanding of operating statements, budgeting and P&L
* Experience with back office computer systems and experience with similar software.
* Excellent interpersonal skills for diplomatically handling staff and customers
* Positive & solutions-focused attitude
* Good communication and organisational skills
* Ability to adapt and work under pressure
* Be up to date with current bar trends

Terms and Conditions:

Start: February 2019

Probation period: 3 months

Hours: 40 hours per week,

Shift Based

Holidays: 28 days annual leave, including public holidays

Salary: £10-12 an hour dependent on experience

Access: Arcola is wheelchair accessible throughout

Benefits: free tickets to Arcola shows (when not on duty and subject to availability)

Arcola staff discount on all food and drink.

**Applications**

* We will be reviewing applications on a weekly basis and will recruit when we have met the right candidate.
* To apply for the posts please complete the application form (please do not send CVs) and equal opportunities form found at <https://www.arcolatheatre.com/category/vacancies/> and return to [jobs@arcolatheatre.com](mailto:jobs@arcolatheatre.com)
* Please feel free to send the Equal Opportunities form separately from your application form.
* Please note that we can only accept applications from people who have a work permit for the UK.