



Job Description

BAR STAFF

Salary Level: £9.18/hour for 18 – 24 Years Old / £9.50/hour for 25 Years Old +

Hours: 0 Hours Contract

Responsible to: Front of House Coordinator

General

Arlington Arts is a thriving arts and conference centre situated on the campus of Mary Hare School.

Our main mission is to support the various activities of Mary Hare, as well as providing funds for the charity to continue its work with deaf children and young people.

Performances by artists in the recent past include Stephen K Amos, Imran Yusuf, Thea Gilmore, Devon Sproule, The Blues Band, PP Arnold and Rev Peyton’s Big Damn Band, and many more.

Recent conference clients include The Arts Society, West Berkshire Council, St John Ambulance and many others.

The Role

We are looking for an enthusiastic bartender to provide excellent customer service, creating classic drinks and delivering our products to a high standard.

Main Duties and Responsibilities:

- Preparing alcoholic or non-alcoholic beverages for bar and patrons
- Interacting with customers, taking orders and serving snacks and drinks
- Assessing bar customers’ needs and preferences and making recommendations
- Check customers’ identification and confirm it meets legal drinking age
- Restock and replenish bar inventory and supplies
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations

Person Specification
<p>Education Attainment</p> <ul style="list-style-type: none"> • General Secondary Education or equivalent • Good level of English Language and Maths
<p>Knowledge and Experience</p>

Essential	Desirable
<ul style="list-style-type: none"> • Experience in a customer facing role/environment • Experience working in a fast-paced environment 	<ul style="list-style-type: none"> • Awareness of Safeguarding requirements and good practice within an education setting • Experience working in live events/theatre setting • First Aid at Work
<p>Skills and Personal Qualities</p> <ul style="list-style-type: none"> • Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, students • Organised and self-motivated, with a proven record for meeting targets and deadlines • Able to perform well and remain professional whilst under pressure • Dedicated team-player, who strives for excellence and leads by example • Tactful and discreet, whilst mindful of observing Safeguarding and professional standards • Displays a smart and professional appearance, representing Arlington Arts and Mary Hare in a positive manner • Reliable and stable • Well-developed problem-solving skills • Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous development • High level of accuracy and attention to detail • Self-motivated and able to work alone without direction • Adaptable and flexible with working patterns including availability for evenings, weekends and public holidays • Committed to contributing toward the School community • Practical and constructional • Reasonable physical fitness 	
<p>Essential Values, Behaviours and Attitudes</p> <p>All employees are expected to actively promote and demonstrate the six core values of the School:</p> <ul style="list-style-type: none"> • Learners First • Community is Key • Integrity & Respect • Empower & Energise Others • Being Accountable • Excellence 	

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.



In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees should take reasonable care for their own Health & Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.