



JOB DESCRIPTION

BAR & EVENTS SUPERVISOR

Introduction

Reporting to the General Manager, the areas of responsibility for the Bar and Events Supervisor are:

1. Overseeing the running of events at The Alexander Centre
2. Overseeing the operation and management of the bar
3. Working with the General Manager to develop the events programme
4. Assisting in the marketing and promoting of the events programme and bar offer
5. Supervising the casual bar and event staff and event contractors

The position will be four days a week (30 hours per week) and working hours will vary, but will include weekend and evening working. Initially a 1 year contract is offered. A performance review will take place after 3 months.

The Bar & Events Supervisor will be expected to work evenings and weekends regularly and cover the majority of Events at the Alexander Centre.

The person

This position is an exciting opportunity for someone who is ambitious and full of ideas and energy – wanting to develop their career in the events industry. They will be keen to produce first class events and run a bar to best ensure its efficiency and profitability; and will know what makes events successful and stand out. Great customer service is a necessity for this role, as well as a good head for numbers and a practical and robust understanding of Licensing and Health and Safety legislation.

Objective of the role

The main objective of this role is to increase the number, quality and variety of events held at the Alexander Centre, ensuring that customers have a great time and come back again and again. This will be achieved by:

- Reviewing, devising and implementing systems and procedures for the operation of the bar to ensure it is run efficiently, cost-effectively and in compliance with licensing and health and safety guidelines.
- Maximising profitability by ensuring robust cash-handling procedures, impeccable stock control, vigilant supply management and promotional activity.
- Managing staff professionally and efficiently.

Essential Experience

- Bar management experience – to include cash handling, staff management and promotion of services.
- Experience in and good working knowledge of beverage handling and storage.
- Experience in cash handling and staff supervision.
- Previous experience of organising events and functions, such as weddings, parties and gigs.

Desirable Experience

- The holding of a personal licence or the preparedness to undertake personal licence training.
- Experience of promotional and marketing activity.

Specific responsibilities

- Work with the General Manager to prepare and agree an annual events programme and budget.
- Assist the General Manager by initiating and implementing policies and procedures relevant to the safe, compliant and efficient running of the bar and events.
- Alongside the General Manager to implement any relevant promotional or marketing activity.
- Accurate administration of records such as cashing-up sheets, events sheets, wastage records, stock reports etc.
- On a weekly basis to check stock and order supplies for the bar.
- To regularly review and refresh bar pricing and products to reflect seasonal or event requirements and to maximise sales and profitability.
- To regularly review suppliers prices and 'shop around' to ensure good pricing
- To recruit and roster bar and events staff, and liaise with the payroll service to ensure they are paid accurately and promptly.
- To train and supervise bar and events staff to ensure that they operate within House policies and procedures and are up-to-date with products and promotions etc.
- To keep aware of trends, systems, practices and equipment in the Bar industry and propose and agree with the General Manager any relevant changes, upgrades and/or promotions etc.
- To keep aware of events in the locality as far as possible to ensure the events programme is varied, interesting, and not a direct clash with other activities in the town.

Specific terms and conditions

Reporting to:	General Manager
Line Management of:	Casual Bar and Events Staff & contractors
Working hours:	30 hours over 4 days – days and times will vary according to the programme of activity. This role will involve evening and weekend working.
Salary:	£18,000-£22,000 (pro-rata)
Start Date:	Feb/March 2018