**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** CASUAL BAR STAFF

**DIVISION:** CULTURAL SERVICES

**GRADE:** BAND 1-3

**RESPONSIBLE TO:** PERFORMANCE VENUES MANAGER

**POST REFERENCE:**  101558

**Purpose of Post**

Provision of bar tending duties at the Town Hall Theatre and Borough Hall. Serve and attend to the needs of customers in an efficient manner.

**Key Relationships**

Responsible to the Performance Venues Manager reporting through Venue Duty Officers.

**Main Duties and Responsibilities**

* Ensure the bar is clean and well stocked at all times.
* Ensure all drinks are given in correct measures including the use of all types of drink dispensing equipment.
* Check and maintain all stock levels including all drinks, sweets and coffee etc.
* Preparation and serving of mixed drinks.
* Collecting, cleaning and storing of glasses.
* Check cash floats and takings and report any discrepancies to Duty Officer. Cash up tills and separate float at the end of a shift.
* Ensure that legal opening/closing times are adhered to.
* Handling of cash and charging correct prices and giving correct change.
* Checking general bar conditions e.g. heating/ lighting/ ventilation and reporting any maintenance defects to the Duty Officer.
* To act in accordance with the Town Hall Theatre and Borough Hall fire regulations.
* To observe all Health & Safety regulations as applicable to employees – Health & Safety at Work Act 1974.
* Change barrels as appropriate and clean drink dispensing equipment, e.g. lines, pumps, optics.
* Follow venue confidentiality and behaviour guidelines.
* Actively follow the Challenge 21 Policy to support your team.
* Complete all training as required by the Performance Venues Manager.
* Be able to work under pressure and be of a pleasant nature.
* Any other duties of a related nature which might reasonably be required and allocated by the Duty Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 14.05.2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**