

BAR MANAGER JOB DESCRIPTION

Salary: £12.56p/h	Hours of Work: 4 hours per week
Responsible to: Town Clerk and Finance Officer	Location: Lyric Theatre
Main Purpose and Responsibilities of the Job	
<p>To be responsible for the day to day management/maintenance of the Lyric Theatre bar, including, but not limited to:</p> <p>Lyric Bar:</p> <ul style="list-style-type: none"> • Be responsible for the opening and closing of the Lyric Theatre during periods when the bar is open, ensuring all security procedures are adhered to. • Manage the bar system, including stock, cleanliness and adherence to licensing laws. • Manage the bar staff roster ensuring staff levels are appropriate for the function. • Ensure the bar is set up prior to opening including checking all systems are fully operational. • Ensure all bar staff are sufficiently competent to operate the bar systems, including conducting any 'on-the-job' training as necessary. • Ensure an adequate pool of bar staff is maintained. • Liaise with the Lyric Management Working Group to report issues, ideas etc. as required. <p>Financial:</p> <ul style="list-style-type: none"> • Ensure all monies for bar are recorded, receipted and processed in a timely manner. • Maintain the bar float to the level issued. • Take a till reading and reports at the end of each shift and record appropriately. • Manage stock levels and orders. • Ensure all ullage and wastage is correctly recorded by all staff. • Liaise with the Town Clerk and Finance Officer during audit inspections in relation to Lyric Bar records. • Make ledgers/any other records available for scrutiny by Officers of the Town Council and Auditors. <p>Other Duties:</p> <ul style="list-style-type: none"> • To promote Dinnington Town Council and The Lyric in the Dinnington area and beyond. • To uphold the Town Council policies and procedures at all times. • Be aware and comply with policies and procedures relating to financial, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. • Participate in training and other learning activities as required. • Participate in the Town Council's Performance and Development Review process. • To undertake any other duties and responsibilities as required that are covered by the general scope of the post. 	
General Responsibilities	
<ul style="list-style-type: none"> • To be familiar and comply with all relevant policies and procedures including: Health and Safety, Management of Risk, Data Protection, Standing Orders and Financial Regulations. • To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets. • To ensure equality of opportunity is afforded to all persons both internal and external to the 	

Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Chair of Dinnington Town Council. The aim of the job description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility – any variations will only be implemented after consultation with the post holder.

Person Profile	Bar Manager	Assessment Rating
E = Essential D = Desirable * indicates shortlisting criterion		
1. Key Skills		
Communication		
Communicates effectively on a 1:1 basis about everyday issues		E
Makes relevant contribution to discussion with others		E
Decision Making		
Uses initiative and decides the order in which own daily tasks are to be carried out		E*
Problem solves issues in a logical and timely manner.		E*
Experience		
Experience of the licensed trade		E*
Experience of delivering a service to internal and external customers.		E*
Experience of managing a licensed bar.		D
Knowledge, understanding and application of Health and Safety regulations, and ability to identify risks within personal sphere of work.		D
Experience of financial management of income/expenditure		D
Experience of managing staff.		D
2. Employee Competencies		
Strategic awareness - works with Council priorities/policies in a joined up way with others internally and externally. Operates democratically, transparently and accountably.		D
Inspires and motivates others to deliver their full potential and achieve goals.		E
Performance Management - challenges the status quo and seeks out best practice. Ensures sustainable development.		D
Customer Focus - delivers efficient and effective customer service to internal and external customers. Puts the customer at the centre of operations. Engages with and empowers customers. Listens to the customers and learns from experience.		E*
Equality and Diversity - Takes an equalities approach to managing own behaviour and the behaviour of others. Demonstrates fairness and is worthy of respect.		E
Managing with and through people - works with others in a flexible and constructive way. Helps to generate an environment of trust and fun.		E
1. Qualifications		
Holds a current PLH (NCPLH/APLH licence)		D
2. General Requirements		
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments).		E
Good attendance record in current/previous employment (not including absences resulting from disability).		E
Successful Disclosure and Barring clearance for safeguarding purposes through the Home Office.		E*