



Notley High School & Braintree Sixth Form  
Job Description



# braintree arts theatre

<b>Job Title</b>	Casual Bar Staff, Braintree Arts Theatre
<b>Responsible to</b>	Theatre and Technical Manager
<b>Job Purpose</b>	To serve drinks and confectionary to customers of Braintree Arts Theatre on scheduled performance days.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Responsible for the set-up and breakdown of the BAT bar for each scheduled performance. To ensure the kitchen is school ready at the end of each shift.</li><li>• To serve customers in a friendly and efficient manner.</li><li>• To ensure correct stock date rotation and to report to the duty manager on stock levels.</li><li>• To ensure that no underage person is served alcohol under any circumstances.</li><li>• To be vigilant and mindful of people's behaviour and to alert the duty manager to any incidents that require attention.</li><li>• To confidently operate tills and cash handling, as well as cashing up bar at end of each shift.</li><li>• To be aware of the standard of cleanliness in the bar and bar seating area and to be responsible for maintaining the standard at all times.</li><li>• To be familiar with the Theatres products and facilities and in particular future shows and events in order to assist the public with queries and to promote the work and image of the theatre.</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To ensure a safe working environment in all areas</li><li>• To maximise income and minimise expenditure wherever possible.</li><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li><li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy</li><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.</li></ul>

**PERSON SPECIFICATION**  
**Casual Bar Staff**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
	Specific qualifications & experience	Experience of front facing customer service Experience working in a bar or similar is desirable but not essential. A keen and active interest in the Arts, specifically the theatre sector A positive attitude with a high level of self-motivation and ability to work on your own initiative
	Knowledge of relevant policies and procedures	Knowledge of health and safety policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to operate the Bar tills
<b>Communication</b>	Physical	Physically able to perform manual handling
	Written	Ability to complete forms
	Verbal	Ability to exchange verbal information clearly and communicate effectively with our audience
	Negotiating	Ability to consult and work collaboratively with colleagues Excellent interpersonal skills
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the theatre
	Relationships	Ability to establish rapport and respectful and trusting relationships
	Team work	Ability to work effectively with other adults Ability to work on own
	Information	Ability to provide timely and accurate information Excellent attention to detail
<b>Responsibilities</b>	Organisational skills	Good organisational skills Calm under pressure and able to multitask
	Line Management	N/A
	Time Management	Good time management and ability to prioritise effectively
	Creativity	Ability to follow instructions and use own initiative
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement the school's child protection procedures as necessary
	CPD	Be prepared to develop and learn in the role