

# **DIDCOT TOWN COUNCIL**

## JOB DESCRIPTION

### **JOB TITLE:** EventBar Staff – casual contract with variable hours

**ACCOUNTABLE TO:** Property & Facilities Manager

**OBJECTIVE:** To support the smooth running of the Civic Hall bar.

**JOB SUMMARY:** Responsible for the serving of drinks/snacks and keeping the bar well stocked for Civic Hall events.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Greet customers and create a welcoming atmosphere
2. Preparing and serving alcoholic and non-alcoholic beverages
3. Using a till to process payments
4. Checking customer identification and age verification
5. Maintaining a clean and organised bar area, including quickly responding to spills and other health and safety hazards
6. Monitoring and replenishing stock levels as needed
7. Serving snacks
8. Clearing tables, wiping tables, putting tables away at end of functions and operating the dishwasher to ensure ample glassware is available

**PAY AND BENEFITS:**

This job is on the Scale Point 5 (£21,575 pro rata or £11.21per hour - pending national pay review)

With a Bar licence to serve alcohol this job will be on Scale Point 6 (£21,968pro rata or £11.42 per hour – pending national pay review)

Includes holiday accrual based on the number of hours worked.

**WORKING RELATIONSHIP:** The role requiresexcellentworking relationships to be maintained with other members of staff, elected Members, other Councils, local organisations, groups, and community members.

June 2023

**Essential**

* A background in the hospitality industry is beneficial
* Customer service experience
* Ability to use own initiative
* Can do attitude
* Enjoy working with other people
* Attention to detail
* Available for evenings and weekends
* Over 18 to sell alcohol

**Desirable**

* Previous experience in bar staff positions
* Ability to engage with customers
* Ability to communicate confidently with others
* Cash handling experience
* Personal Bar Licence qualification

**Skills**

* Customer service skills, including knowledgeable about products to assist customers best
* Enjoy working with other and able to cooperate as part of a team
* Active listening skills and a good memory for remembering different orders
* Ability to use a digital till.
* The ability to work well in a noisy pressured environment
* Ability to multitask and remain organised during a busy period