

**Trinity Community Enterprises**  
**Assistant Bar Manager**

Contract type:	Permanent
Job Title:	Assistant Bar Manager
Responsible to:	Centre Director
Team:	Events & Programming
Rate of Pay:	£9ph-£9.90ph, 20hr pw basic + shifts (paid monthly, on or before 25 <sup>th</sup> of each month)
Pay scale/band:	3-4 - SCP 13-19
Hours:	Primary working hours evenings, nights and weekends. There are a variety of shifts available. The number of shifts allocated per months varies in accordance with the number of events, including seasonal variations.

The Trinity Centre is a community arts space and one of Bristol's favourite live-music venues. We deliver an eclectic programme of live-music, sound-system and club nights across the widest spectrum of music genres. As a community arts space, we also programme theatre and dance performances and provide space to community groups and individuals for activities including discos for adults with learning difficulties, community thank-you awards and celebrations as well as space for weddings, private parties and conferences.

Trinity Community Arts is a registered charity with a trading subsidiary - Trinity Community Enterprises - managing all our commercial activity, including bar. We are seeking a Bar Manager to join the Trinity Team to run our bar operations and assist with the smooth running of our live music entertainment, events and hire services.

The role will require someone who is willing to work flexibly according to our growing events calendar. This is an ideal role for community minded music lovers who would like to lead our friendly, hard working and motivated bar team to help us raise vital funds to support our charitable activities and ensure the Trinity Centre has a sustainable future, not reliant on grant-funding.

**Responsibilities**

You will assist our Bar Manager to oversee and ensure effective running of the Trinity Centre Bar, including but not exclusive of:

- Helping to manage all business aspects of the bar: managing budgets, setting goals/targets, running the bar in accordance with best practice, developing procedures/incentives to maximise gross-profit-margin.
- Ensuring understanding of and compliance with all licence conditions
- Helping to maintain a pool of casual bar staff, recruiting, inducting and training new starters and supervising staff during shifts.
- Creating effective schedules and rotas, resolving any issues to ensure that bar is well-staffed during peak hours.
- Ensuring safety of bar staff and patrons through good housekeeping and setting and enforcing quality and safety controls.
- Working with diverse personalities both on the staff and customers and maintaining a fun, safe atmosphere.
- Cashing up and cash management, including responsibility for cash floats.
- Cellar and stock management including overseeing receipt of deliveries, stock-takes and reordering supplies in accordance with event-trends/predicted consumption.

- Ensuring the Trinity Bar areas are safe, clean, tidy and presentable to the public at all times, including carrying out regular line cleans
- Attending weekly Events meetings (Currently 10am-12pm, Tuesdays) with Programme, Bar and other Centre staff as required in order to ensure effective management of the bar services
- Understand and uphold all Trinity's policies, in particular Health & Safety, Safeguarding (Challenge 25), Equal Opportunities and Code of Conduct
- Undertaking any other work as agreed with the Bar Manager, Programme Manager and/or Centre Director as may appropriate for the position

## **Person Specification**

### **Essential**

- Bar experience, in particular in a team-leader/supervisory/management capacity in busy bar environment
- Excellent interpersonal and customer-care skills and a commitment to providing excellent service by acting as a role model for all employees.
- Proven understanding of issues around Health and Safety in a public space, licensing and implementing procedures.
- Previous key-holder/cash-safe responsibilities.
- Numeracy skills, including experience of cash handling and using electronic till systems .
- Experience of working with the public, including problem solving and managing difficult or challenging situations.
- Demonstrable ability of working as part of a team.
- Ability to use initiative, make decisions and work with minimum supervision.
- Understanding and awareness of Safeguarding and its implementation.
- A flexible approach to work, including the ability to work unsociable hours.
- Good communication skills.
- Commitment to the values and objectives of Trinity Community Arts.

### **Desirable**

- Personal License holder.
- Experience of working within a diverse community environment.
- Event management experience.
- First Aid qualification.
- Fire Marshal training.
- Health & Safety training.
- Full UK Driver licence.

## **Shift patterns**

The post holder will be expected to work flexible hours where required. Events range from small to large scale public and private functions. Hours of work will vary - shifts may cover some of the following:

- Live music/performance events - Mondays-Sundays, 5pm-1am
- Club nights - Fridays and Saturdays, 9pm-6am
- Wedding ceremonies and receptions - Fridays-Sundays, 4pm-2am
- Other weekday/weekend functions and events, also attending meetings, deliveries and stock-takes, 9am-5pm

**Training**

The post holder will be given training in first aid, health and safety and fire marshal as well other training opportunities as identified (all induction and time spent training will be paid for).

A basic DBS (formerly CRB) check is required for this post, in relation to our Safeguarding policy.

**Application process**

To apply please download and complete an application form and accompanying personal details and equal opportunities forms and email to [info@3ca.org.uk](mailto:info@3ca.org.uk)

Please note we cannot accept CVs.

Deadline: Tuesday 25 September, 9am

Interviews: Tuesday 2 October

**Trinity recruitment policy**

Trinity is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding policy.