

JOB TITLE:	Bar Manager	LINE MANAGER:	Nominated Member of Jazz.Coop Board
LOCATION:	The Globe	ACCOUNTABLE TO:	Jazz.Coop Board
SALARY:	£16,250pa (pro rata) plus £900pa for DPS duties	POSITION TYPE:	Part-time –25.00 hours per week.

## JOB PURPOSE

- To manage the growth and development of all bar functions of The Globe music venue in a commercially successful way within the Jazz.Coop's vision and ethos.
- To become Designated Premises Supervisor (DPS) on taking up position.

## JOB DESCRIPTION AND PERSON SPECIFICATION

### ROLES AND RESPONSIBILITIES

#### Staffing

- Recruit, train and manage staff and volunteers ensuring adherence to job roles, standards, and performance.
- Motivate staff/volunteers, delegating where appropriate to empower and develop team members, ensuring a supportive team environment.
- Produce staff/volunteer rotas in line with the staffing budget provided ensuring that the venue is open at the times decided with the Jazz.Coop board and in conjunction with the venue's operating statement.

#### Premises

- Manage the overall care and security of the building.
- Arrange for routine cleaning, repairs, and renewal with nominated Jazz.Coop board member.
- Together with the Events Manager, the Technical Manager and the Learning and Participation Manager, oversee the booking of The Globe for gigs, events, workshops, courses, rehearsals, private parties, etc.
- Act as key-holder and nominated person for alarm alerts.

#### Bar Management

- Procure and manage stock in line with the stocking policy as decided with the Jazz.Coop's board.
- Minimise wastage whilst ensuring products are served correctly.
- Manage communication and relations between the pub and suppliers for deliveries and maintenance.
- Advise on pricing policy and sales promotions to achieve the profit margin agreed with the Jazz.Coop board.

#### Financial Management

- Management of all financial matters relating to the operation of bar at The Globe – staffing budget, pricing, sales, till management, cashing up, cash reconciliation, petty cash management, stock ordering, stock management, banking etc.
- Maintain accurate financial records as agreed with Treasurer, Bookkeeper, and Stocktaker.

- Provide financial information on schedules agreed with the Treasurer, Bookkeeper, and Stocktaker to ensure all financial information needed is complete and accurate.
- Monitor profitability and performance to ensure sales targets are met or exceeded.
- Communicate financial information using email and Excel.
- Meet monthly with the Treasurer to assess pub performance and set sales target.

## General Management

- Attend weekly and monthly planning meetings as decided by the Jazz.Coop.
- Manage communications with the licensing authorities and police.
- Maintain and update policies and procedures as needed.
- Encourage and approve ideas for improvement to service brought to you by staff.
- Devise and maintain high standards for customer service, staff satisfaction, hygiene and presentation of the pub at all times.
- Responsible for the safety of the staff, clientele and venue including recruitment of security staff when necessary.
- Review the pub's performance in line with the Jazz.Coop's objectives and expectations.
- Interact with customers ensuring high standards of customer service are met and maintained. Collect customer feedback to improve overall performance.
- Meet regularly with the designated line manager.
- Any other duties relevant to the role as may be deemed necessary by the Jazz.Coop board.

## Promotion

- Work closely with the Events Manager to maximize on custom and retain clientele and to raise awareness of The Globe.
- Maintain and promote the distinctive positioning of the venue.
- Jointly with the Events Manager to oversee the live entertainment programme for The Globe.
- Work closely with marketing/promotion group and to produce promotional literature and online promotion.
- Be active on social media.

## LEGAL RESPONSIBILITIES

Ensure that the venue:

1. operates according to its premises license
2. operates always within licensing law and insurance requirements
3. complies with health, safety and environmental regulations
4. holds all necessary licences and permissions for performances of music, etc.

## ESSENTIAL PERSONAL AND KNOWLEDGE REQUIREMENTS

- Holds a Personal Alcohol Licence and able to act as Designated Premises Supervisor.
- An understanding of relevant legislation.
- Knowledge of cellar management.
- Knowledge of products and consumer trends in the drinks industry.
- Able to fulfil the literacy and numeracy/computer literacy (basic bookkeeping and financial management including cash handling) requirements of the role.
- Knowledge and understanding of business objectives.
- Ability to organize staff rotas.
- Ability to set and meet targets.
- Ability to work in a team with other staff, volunteers and members of the Jazz.Coop board.

## PERSONAL ATTRIBUTES

- Excellent communication and social skills "warm, welcoming and friendly".
- Capability to respond positively to pressure.
- Leadership of staff and volunteers
- Innovation and creativity to develop The Globe and its staff.
- Efficient and effective.
- A commercial approach.
- Business acumen.
- Information and communication technology skill.
- Ability and willingness to use email and Excel.

Reviewed By:	Jazz.Coop Board	Date:	06.04.21
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