



# Troubadour

THEATRES

TROUBADOUR THEATRES LTD

## **ASSISTANT BAR MANAGER**

### JOB DESCRIPTION

Troubadour Theatres is a company which specialises in large-scale installation theatres. We build and operate go-to destination venues that are fully flexible, contemporary and impressive with the ability to showcase world-class entertainment whilst providing a greater audience experience for all.

We are looking for an experienced, hard-working and motivated Assistant Bar Manager, for our new theatre at White City.

The Assistant Bar Manager will report directly to the FOH and Bar Manager and work closely with the Commercial Manager.

This role will work closely with the Supervisor team who work across the FOH and Bars across the venue.

Please find a list of responsibilities below:

### **CLIENT MANAGEMENT**

- To be the venue main contact for all suppliers with regards to deliveries, training and future drink development
- To attend supplier events to keep up to date with products and customer trends

### **ADMINISTRATION & FINANCE**

- Check all invoices are correct before being processed
- Keep an up to date file of all delivery notes, invoices and cleaning reports for audit purposes
- Booking in deliveries with Stage Door and Site Security to allow cross departmental agreement
- Making sure Wastage is being processed correctly with the Supervisors and Management Team
- Keeping a check on venue GP to make sure it is being reached, with actions in place on best course of action on improving venue GP

## EVENTS

- To support the set up of Events as required
- To attend Event meetings with requirements of Food & Beverage to make sure stock is available for these events

## HEALTH & SAFETY

- Attend the H&S Committee meeting
- Contribute to a positive H&S culture throughout all activities & duties
- Ensure all duties are conducted in accordance with H&S policies & systems of working, reporting any breaches to the Operations Manager

## GENERAL

- Undertaking other duties as reasonably required
- Sign off and development of Front of House Training on the Bar
- Creating and development of the Bar Bible
- Working alongside the FOH Supervisor department to make the bar ready for each evening

## PERSON SPECIFICATION

### REQUIRED:

- Experience of working in a Bar environment and Stock Management systems
- Demonstrable knowledge of customer service procedures and principles
- Highly organised, flexible approach to day to day responsibilities
- A creative and resourceful approach to problem solving
- A confident, friendly and professional manner
- Ability to prioritise effectively and remain calm under pressure
- Exemplary communication skills
- Awareness and experience of health and safety legislation and practise

### DESIRABLE:

- Valid First Aid qualification
- Personal license
- H&S qualification

## TERMS

- Fixed term, full time
- Monday - Friday 8am to 4pm with some evening and weekend work when required
- 20 days plus bank holidays, pro rata to length of contract
- 1 month notice period

**Please send a CV and Cover letter to [jobs@troubadourtheatres.com](mailto:jobs@troubadourtheatres.com). Starting date - Early December**