

JOB DESCRIPTION



Job title:	CASUAL/PART-TIME BAR STAFF
Reporting to:	Bar Manager/Duty Manager
Hours:	Zero Hr Contract, flexible over a 7-day week including evenings and weekends as required to cover the business needs
Salary:	Real Living Wage currently £10.90 per hr
Location:	Corn Exchange/Burwell Hall

Job Summary:

To assist the Venue & Events Officer to ensure effective delivery of services in the following areas:

Primarily Café/Bar Operative: To meet and greet customers and deliver services to a high standard in our café/bar

Some Caretaker duties: To assist in the security and maintenance of the Council's buildings and ensuring rooms are set up/laid out meeting the needs of the hirers as and when required

Main Duties include, but not limited to:

Meet and greet all visitors and customers – offering a welcoming professional 'front of house' service

Taking orders, preparing and serving of drinks using a professional coffee machine and food

Operating the till/card machine

Ensure all café and bar areas are kept clean, tidy and hygienic working environments to current legislative H&S levels – including washing up/or operating a dishwasher

Stock rotation and control – and assist with compiling replenishment lists/ordering stock

Setting up outdoor and indoor furniture within designated areas, some lifting required

Security

Ensure that buildings are secure, including locking and unlocking of buildings as required

Adhere to the current policies and procedures for all security related matters

Contribute to the management of effective and efficient policies and procedures for safe working practices for staff and volunteers

Deal appropriately and efficiently with anyone posing a threat to personal safety or security or causing a public nuisance within the buildings.

Occasional cover for Caretakers maybe required duties include

Ensure that the rooms are presented in a clean and tidy state ready for hire and use of customers

To respond appropriately and with initiative to reports of problems/concerns from hirers associated with the building and when appropriate taking action and performing such tasks as are reasonable

Support the operation of systems such as heating, cooling, lighting and security including CCTV and alarms

Collect and assemble waste for removal

Operate an effective and welcoming 'front of house' service directing visitors, responding to enquiries where appropriate and ensuring hirers have a clear understanding of their responsibilities at their event with regard to hire, health & safety etc.

Health and Safety

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

To have an understanding of the Regulatory Reform Fire Safety Order 2005 and how it affects the Council's premises and its users

Act as Fire Marshall for events as required and instructed and assist with all emergency evacuation procedures as appropriate

Fairness and Dignity at Work

Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

PERSON SPECIFICATION

Skills:

Essential	Desirable
Good general education	Good local knowledge
Excellent communication skills	Awareness/Understanding and knowledge of Health & Safety regulations
Excellent customer service focus and ability to deal effectively with members of the public	Hands on experience with professional coffee machines
Be flexible, self-motivated and have excellent interpersonal skills	Basic food preparation qualification /experience/training
Flexibility to work evenings/weekends to meet the business needs	
Holder of a current, clean UK driving licence, and with access to own transport	
Able to work within a team & under own initiative	

TERMS & CONDITIONS OF EMPLOYMENT

Post Title:	Casual/Part-time Bar Staff
Salary Grade:	Real Living Wage currently £10.90 per hr
Place of Employment:	Corn Exchange/Burwell Hall/Town Hall, Witney
Hours of Work:	Zero hours contract, flexible over a 7-day week including daytime/evenings and weekends as required to cover the business needs of the service delivery
Employment Status:	Casual
Pay Period:	Monthly
Pay Arrangements:	Salary will be paid by BACS into a bank or building society account, on or before 25 th of the month.
Allowances:	Casual user car rates at NJC approved rates if using own vehicle on Council business
Annual Leave:	You are entitled to the statutory minimum of 5.6 times your working week in paid holiday inclusive of bank holidays and public holidays
Disclosure Scheme:	Appointment subject to satisfactory criminal record check
Probation Period:	Your employment is not subject to a probationary period.
<u>Notice Period</u>	
(by employee):	1 month
(by employer):	1 week for each year of continuous service, subject to a maximum of 12 weeks.
Conditions of Service:	Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.
Pension Scheme:	Employees with a contract of employment for three months or more maybe eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions. Contributions range from 5.5% - 9.9% of whole time equivalent salary plus pensionable allowances, and are assessed annually in accordance with the Council's Pensions Policy Statement.