**JOB ROLE: BAR/KITCHEN/FOH MANAGER**

| **Responsibilities** | **Bar/Kitchen & Front of House Management** |
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| **Rate of Pay** | **£12.50 per hour** |
| **Hours** | **4 hours per week (plus additional development hours where possible)** |
| **Reporting to** | **Directors** |

**Vision**

The Electric Palace aims to be a thriving cinema and café bar in the heart of the old town, renowned for our exciting schedule of films, music, and live events.

**Core values**

Independent, Inclusive, Inspired, Friendly, Professional.

| **OVERVIEW OF THE ROLE**  **The Bar/Kitchen & Front of House Manager will assist with smooth running of the Cinema Bar, Kitchen and Front of House and ensure the workplace environment is properly maintained, clean and safe. The Bar/Kitchen & Front of House Manager will work with the Finance Director to ensure that the bar and operational budget is not exceeded and provide invaluable input to maximise bar sales and revenue.** |
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You will own the customer experience and be responsible for maintaining the cleanliness, safety, and functionality of our facilities, ensuring we meet legal requirements and health and safety standards. You will work with the Finance Director to identify areas of cost saving and greater efficiency.

**Key Responsibilities (4 hours a week)**

**Bar / Kitchen / Kiosk / Bins**

* Manage inventory and ensure the bar, kitchen and facilities are well stocked and clean
* Manage weekly waste management and general housekeeping
* Monitor inventory to ensure adequate stock and order supplies
* Manage stock in fridge, display bar, under counter bar and stock room
* Plan ahead for special events and bespoke drink and snack offerings
* Oversee development of the bar
* Oversee development of the kitchen
* Work with Finance Director to remodel kitchen to be fit for purpose
* Track customer behaviour and sales

**Front of House/ Entrance and Foyer**

* Train staff and the Volunteers on Bar/Kitchen/Front of House protocols and best practice
* Develop ideas to enhance the overall customer experience from door to bar
* Work with the Directors on the ongoing development of the cinema
* Any other duties as required

**Person Specification**

* Reliable
* Methodical
* Excellent attention to detail
* Financially astute and entrepreneurial
* Committed to sustainability and our environment

|  | **AREA OF RESPONSIBILITY** | **TASK CHECKLIST** |
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| **A.** | **Bins** | 1. Put bins into bin liners to minimize number ready for Loadfast pickup 2. Flatten cardboard boxes for Loadfast pickup 3. Open door for Loadfast and direct to bottles behind bar and bins and card upstairs (when they arrive) |
| **B.** | **Kitchen** | 1. Buy milks for week (longest sell by date) using petty cash 2. Take all hand-towels and tea-towels to launderette and put on large wash £6 from petty cash   (35 minutes cycle) leave to run while you go back to the cinema to do the kitchen and bar tidy   1. Check cleaning fluids and toilet roll stock 2. Check ice-cube trays and refill if necessary 3. Check freezer - defrost regularly when needed 4. Return to launderette and put split load and put into 2 dryer cycles x £2 (15 minutes) 5. Collect, fold and put away hand and tea towels |
| **C.** | **Kiosk** | 1. Refill all snacks and make attractive/inviting 2. Refill hot drinks - coffee, teabags, hot chocolate 3. Refill Pop-corn dispenser and sweet and savoury snacks 4. Check and tidy stock cupboard drinks area 5. Note any teas/snacks etc that need restocking |
| **D.** | **Bar** | 1. Clean any water in fridge or display bar 2. Fully Restock Fridge - moving the new stock to the back 3. Label sell by date on stock to ensure oldest stock sold 1st 4. Fully Restock Display Bar 5. Fully Restock Under Counter Bar |
| **E.** | **Stock Control** | 1. Check Stock Cupboard and Note what needs restocking 2. Order new stock to arrive Mon - Thursday 10am - 4pm |
| **F.** | **Development** | 1. Research and Develop new ideas for stock and improvements to the overall customer experience   NB There is scope to apply for additional hours to research and  develop stock and special events catering where needed |
|  | **Final Checks** | 29. Take a final check around the building with a customer’s  eye to spot any issues/opportunities |