

JOB DESCRIPTION

Job Title: Bar Staff

Reporting to: The Bar Manager

Direct Reports: None

Purpose of Job: To ensure the Bar is run smoothly and all customers served in a professional manner.

Specific Duties

1. To wear black and white smart clothing and a Nomads FOH badge which can be collected from the foyer. Please remember to return your badge before you leave.
2. To be in attendance at the Theatre 45 minutes and no later prior to curtain up.
3. Coats to be hung on the pegs outside the ladies toilet, handbags to be put in the kitchen next to the fridge.
4. To sign in/out on the FOH register and report to the FOH Manager.
5. To ensure there is enough stock in the fridges, top up where necessary and bottle up at the end of each night ensuring that older stock is brought to the front.
6. Assist FOH if necessary, on serving ice creams/coffee/sweets etc.
7. After the interval, ensure all glasses are cleared, washed up and dried then put away, also clean, and tidy the bar area i.e. wipe down tables and tidy chairs.
8. Empty rubbish bins and clean the bar area including the floor before it is locked up. NB cleaning cloths for the FOH Bar/Kitchen are coded yellow or green and has its own mop and bucket. (Toilet areas will use separate equipment which is stored back-stage).
9. Ensure no credit or discounts are extended to any members at any time for any of the items on sale at the theatre. Free tea/coffee is available during the actual production for Bar Staff.
10. Ensure alcoholic spirits measures (designed to measure exact amounts or shots of alcoholic spirits) are always used when selling alcohol.
11. To ensure the till and credit card machine is used properly reporting any issues to the Duty Bar Manager.
12. To be aware of the Weights and Measures Act.
13. To be aware of the key principles of food hygiene.
14. Ensure hands are washed and sanitised as and when necessary and any used tea towels are sent to the laundry for cleaning at the end of each shift.
15. You must read the Nomads Evacuation Procedure and shall follow the instructions of the FOH Manager in the event of an evacuation.
16. During the performance check that patrons do not take any glasses from the bar into the auditorium. Plastic cups are available.
17. Sweets/Snacks/Ice cream – Some FOH items are also sold from the Bar as well as the sweet trolley. All sweets are £2 a bag, ice cream is £2.50, and programmes are £2 each. Separate floats are not required but there are different keys on the bar till for the different items.
18. If there is a shortage of FOH Stewards the Bar Staff may need to sell coffee. Prepare the coffee and tea just before the interval and sell at a cost of £1 per cup/saucer or £1.50 per mug, flap jacks are £1 each. If there are not enough Bar Staff either we do not serve coffee.
19. Remember the key principles of food hygiene.
20. At the end of the performance check for litter or lost property in the bar area and tidy the chairs/tables. Any lost property is to be handed into the Box Office.
21. Please wash your hands and sanitise as and when necessary, before selling and put any used tea towels in the laundry basket on top of the fridge/freezer for cleaning at the end of each shift.
22. At the end of each shown all the tongs and chopping board/knife and dirty glasses should be put through the glass washer.

23. All surfaces including the Perspex screens and bar tables/chairs should be wiped with the anti-bacterial wipes.
24. At the end of the show week, all optics should be removed from the spirit bottles and replaced with the bottle stoppers and put through the dishwasher along with the ice buckets and any other utensils from behind the bar.
25. Please confirm with the FOH Manager that you can leave, sign out then hand in your badge.