



CAFÉ BAR MANAGER

Dear Applicant

Thank you for your interest in this post.

Further to your enquiry please find enclosed:

- Job description and person specification
- Application form
- Equal opportunities form

How to apply:

Write a **covering letter** showing how the points required in the person specification are met, and send **with CV** to:

Jonathan Mansfield, Deputy Director, by email (preferred): admin@poundarts.org.uk
or post to Pound Arts, Pound Pill, Corsham, Wiltshire, SN13 9HX

Deadline for applications is **Friday 7 January 2022, 12:00 Noon**

Interviews will be held at The Pound in mid-January.

We will let you know if you have been shortlisted for interview as soon as possible. We are unable to give feedback on unsuccessful applications at this stage.

I look forward to receiving your application,

Jonathan Mansfield
Deputy Director

THE POUND ARTS TRUST LTD

The Pound Arts Trust Ltd is a thriving arts organisation based in Wiltshire, core funded by Wiltshire Council, and is an Arts Council England National Portfolio Organisation. The organisation delivers live performance, visual arts, participatory activities and film across three distinct strands of work:

The Pound is a historic Grade II listed building converted into a 21st century arts centre acting as the hub for the arts in north Wiltshire and beyond, presenting a year-round programme of professional music, theatre, dance, visual arts, film and participatory work. The Pound's rehearsal and workshop rooms are hired by various community groups and artists, and there are three artists' studios and a community workshop space. The Pound has a popular fully licensed café bar.

Rural Arts Touring: The rural touring programme for Wiltshire and South Gloucestershire working with volunteers in rural communities across the two areas, to deliver around 60 professional live performances and 20 participatory events each year.

Festivals:

The Blue Sky Festival: A warm and quirky festival of family focused arts events and projects in June. **Magic and Mayhem Festival:** A delicious and decadent festival of magic, cabaret, jazz, music hall, comedy, burlesque and other oddities in November.

Pound Arts Café Bar is a community interest company, governed by a team of volunteer directors, delivering a high quality, fairtrade vegetarian menu and evening bar offer to complement the activities of The Pound arts centre. We have a small food preparation area (grill and microwave) but not a full kitchen, and serve light lunches, snacks and cakes made by local, independent suppliers.

Café Bar Manager

Key tasks:

- Leadership of the café staff and management of the staff rota.
- Ensuring a friendly and welcoming atmosphere that suits the various uses of the café bar in the daytime and evenings.
- Creating ways to make the café bar a destination of choice.
- Excellent communication with staff and customers.
- Managing the café bar budget.
- Managing and ordering stock.
- Working with local suppliers.
- Reporting to the CIC Board.

See the full job description for further details.

The Pound Arts Trust Limited
Job description

Job title:	CAFÉ BAR MANAGER
Job Objective:	Develop the offer of the Café Bar and to maximise its profitability, ensuring the highest standards of customer service. Ensure all operational systems are executed in an effective manner and according to best practice and current legislation. Work with the arts centre staff to complement the programming as appropriate. Uphold the conditions of the arts centre's licence.
Nature and Scope:	<p>The Café Bar presents a friendly and welcoming environment, as an integral part of the public face of the arts centre.</p> <p>While receiving guidance and support from both the Community Interest Company Board and The Pound arts centre Director, the successful development of the Café Bar will depend on the imagination, initiative and energy of the Manager.</p>
Reporting to:	Deputy Director of The Pound arts centre and the CIC Board
Responsible for:	Café Bar Staff / Café Bar Volunteers
Salary:	£19,000 - £20,000 per annum depending on experience (40 hours per week) OR pro rata part time as agreed on appointment)

KEY ACCOUNTABILITIES

Administration

- To ensure the efficient running of the Café Bar and catering operation in accordance with set procedures and policies.
- To understand and have a working knowledge of all current legislation and best practice pertaining to licensing, health and safety, food safety and be conversant with the rules contained within.
- To order stock and maintain up-to-date, accurate stock control records.
- To maintain up to date records with regard to cleaning and food hygiene and to maintain best practice in this area.
- To adhere to licencing laws and be willing to take on the role of licensee and designated premises supervisor.
- To train and manage café assistants and volunteers and to draw up weekly rotas to ensure adequate cover for the Café Bar during opening times.
- To work with the Finance Administrator to manage the budgets and finances (including cashing up).
- To adhere to recycling procedures and to contribute towards sustainability efforts.
- To represent the catering team at any necessary meetings.
- To liaise with arts centre programming staff to ensure that the Café Bar responds to the programme as appropriate, planning for specific events in tandem.
- To develop and manage additional Café Bar requirements in external venues during busy Festival periods.
- To uphold the requirements of a Community Interest Company (CIC).
- To report to the CIC Board who oversee the café.
- To liaise with the accountants as necessary, contributing to the preparation of the annual tax return, accounts and annual returns.
- To prepare information for the payroll as required.
- To develop the Café Bar offer and ambience in keeping with the rest of the arts centre.
- To develop the Café Bar in line with its business plan and maximise its profitability.
- To market the Café Bar in an innovative and cost effective way.

Service

- To provide a welcoming and efficient service to the public, artists, hirers and promoters.
- To prepare food and drinks in line with set policies and procedures.
- To collect, clean and store all crockery, cutlery, glassware and other such catering equipment.
- To promote high quality food and a creative menu.
- To be dressed to the appropriate standard and punctual.

Health and Safety

- To ensure that all areas are operating within the current regulations relating to Health and Safety at Work, Food Handling and Hygiene Regulations, restrictions on the Sale of Alcohol, certain age-restricted products and relevant parts of the Shops Acts.
- To upkeep the expected cleanliness standards within the catering areas while following company policies and procedures.
- To be conversant in the latest developments in Health and Safety pertaining to public buildings and act upon any issues that are raised by staff by liaising with the Box Office & Venue Coordinator.
- To participate in and contribute to staff meetings and ensure awareness of the content of minutes arising from such meetings.

This job description is not exhaustive and is open to review following discussion with the job holder. As cafe duties permit the post holder will be expected to undertake other tasks associated with the overall management of The Pound arts centre's business as directed by the CIC Board or Trustees of The Pound arts centre.

Person Specification

EXPERIENCE, KNOWLEDGE AND SKILLS

Experience & knowledge	<ul style="list-style-type: none">• Experience of working in the catering industry, including cashing up• Experience and knowledge of best practice customer service• Experience of managing staff and producing rotas• Understanding of stock rotation and ordering• A working knowledge of budgets and budgetary control• A working knowledge of Health and Safety requirements
Skills	<ul style="list-style-type: none">• Food preparation• Management and organisational• Leadership and ability to work on own initiative without supervision• Interpersonal skills - able to develop good work relationships, enjoy meeting and working with people at all levels and from diverse walks of life• Computer literate• Personable and welcoming, with an ability to establish a rapport with the public and co workers• Good marketing skills, including the use of social media

A Food Hygiene or Food Handling Certificate is required. If the successful candidate does not already hold this, you must be willing to obtain it before taking up the post.

A DBS check will be undertaken.

OTHER INFORMATION

All employees have a duty under the relevant Health and Safety at Work laws to ensure their working environment is kept free of hazards that may prove injurious to themselves, their colleagues and all those engaged in cafe business as well as any visitors

All employees have a duty to comply with The Pound arts centre's Equal Opportunities Policy in their contacts with other staff, customers and visitors.

The post holder will maintain appropriate customer confidentiality information and will be expected to comply with all aspects of the Data Protection Act.

TERMS AND CONDITIONS

Title of Post:	Café Bar Manager
Working hours:	40 hours per week, or part-time hours as agreed on appointment. The job holder will be expected to work flexibly within the operating hours of the Café Bar, including evenings and weekends. Normal opening hours are 9:30am to 9:30pm Monday to Friday and 9am to 10pm Saturday, with some variation depending on events. One of the duties of the Manager is to organise the rota, including placing themselves within this appropriately.
Holidays:	For full time staff, the annual holiday entitlement is 28 working days including bank holidays. For part time staff, the holiday entitlement is pro rata.
Salary:	£19,000 - £20,000 per annum depending on experience (pro rata). Salaries are paid monthly in arrears by BACS on the final working week day of each month.
Probation:	There is a three month probationary period which will be followed by a review meeting.
Notice period:	Two months' notice is required.
Equal Opportunities	<i>Pound Arts</i> is committed to promoting equality of opportunity in its employment practices. In particular the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.