



Pavilion Theatre is now seeking applicants to join our team for the following position:

Job Title: Bar and Front of House Assistant (Part-time)

Contract: This role has an average of 10-15 hours per week, depending on our programme of events.

Reports to: Front of House Duty Manager, Bar Supervisor, Operations Manager, Venue Director

Works with: Bar team, Front of House team, Customers

Key Responsibilities include but not limited to:

Sales and Customer Service

- To serve beverages, quickly and efficiently
- To maintain a good knowledge of our products and effectively advise customers of their choices
- To process sales through the till, taking money and issuing change, maintaining a high level of accuracy and security with all cash handling procedures
- To deliver a confident, intuitive, and efficient customer service at all times
- To take orders for our interval order facility

Front of House Assistance

- To support the Front of House team with the smooth running of the show, as required by the Duty Manager
- To assist the Front of House Duty Manager in the event of an evacuation or other health and safety issues
- To ensure the Bar environment is welcoming, presentable, and safe at all times
- To set up and clean the tables and counter, use the dishwasher, and put away clean crockery, cutlery and equipment
- To assist at private functions and at other points of sale when necessary
- To assist in keeping the bar, front-of-house, and toilets clean and tidy at all times

Bar Administration

- To fill out Purchase Order sheets with Bar Stock
- To follow the policy and order note and coin change for both the Bar and Box Office when needed
- Occasionally assist with monthly stocktakes

General

- To be available to work daytime, evenings and weekends on a weekly rota by agreement with the Operations Manager
- To maintain high levels of personal hygiene and a professional appearance
- To ensure daily checks and opening and closing procedures are carried out as instructed and that all hygiene, health and safety procedures are followed
- To carry out any other tasks as instructed by the Duty Manager

The above list details in a broad way the duties to be performed by the Bar Assistant. It is not an exhaustive or definite list and other duties may be assigned by the Operations Manager or Venue Director

The successful candidate should have the following personal specifications:

- Minimum of 6 months working in the bar/hospitality industry
- Very high standard of customer service and professionalism
- Excellent communication and organisational skills
- Ability to work under pressure
- Accountability and reliability with cash handling

Application Process

To apply for this position, please email a CV detailing your experiences and a cover letter briefly telling us:

- Why you think you would be the most suitable candidate for this role
- Outlining your most relevant experience to support your suitability

Ideal start date: Mid-August 2022

Applications must be submitted by email to:

Niall Gomes O'Connell, Operations Manager, niall@paviliontheatre.ie

Closing date for applications: Wednesday 27th July, 5pm

Interviews will take place shortly after the closing date

Pavilion Theatre is an equal opportunities employer