



Dear Colleague

BAR STAFF

Please find enclosed:

- Job description and outline statement of terms and conditions
- Equal opportunities monitoring form

If you wish to be considered for bar work, please send your CV and a covering letter to Southwark Playhouse, 60 Great Suffolk Street, London, SE1 0BL or emailed to admin@southwarkplayhouse.co.uk.

Don't forget to include details of your availability and two references.

Kind regards

Chris Smyrnios
Chief Executive

Bar Staff Job Description

Status: Casual Part Time

Responsible to: the Duty Manager

Salary: £6 per hour

Key responsibilities:

- To ensure an exceptional standard of service to all visitors
- To have a good knowledge of the snacks and beverages on offer
- To demonstrate a knowledge of all Bar facilities
- To provide a welcoming atmosphere to all visitors to the Bar
- To make sure that all the Bar areas are well presented
- To deal effectively with customer enquiries
- To abide by and enforce appropriate licensing regulations
- To adhere to all Fire, Health & Safety Procedures
- To have a commitment to the work of Southwark Playhouse

Skills and Experience:

- First rate customer service skills
- Excellent communication skills

Applicants should:

- Work calmly and effectively
- Perform well within a team
- Deal confidently with the general public
- Use their initiative
- Multi-task and prioritise during busy periods

Terms and Conditions:

Hours of Work: 6 hour shifts between 1pm and Midnight, Monday to Saturday, and occasional Sundays. There are a variety of shifts available. The number of shifts allocated per week varies.

Payment Period: Weekly

Notice Period: 2 Weeks

SOUTHWARK PLAYHOUSE THEATRE COMPANY EQUAL OPPORTUNITIES MONITORING FORM

To help Southwark Playhouse implement its Equal Opportunities Policy, we should be grateful if you would complete and return this form. Once received, it will be separated from your application and the information you give will be kept confidential from the selection panel. The purpose of any future processing of this data will be to monitor the effectiveness of our Equal Opportunities Policy, in a manner that maintains anonymity.

1. How did you learn of the vacancy?

- The Guardian The Stage Arts Jobs
 Word of mouth Southwark Playhouse website
 Other (please specify) _____

2. What gender are you? Female Male

3. What is your ethnic origin?

Choose ONE section from A to E, and then tick the appropriate box to indicate your background.

- A ASIAN or ASIAN BRITISH
 Bangladeshi
 Indian
 Pakistani
 Any other Asian origin (please specify) _____
- B BLACK or BLACK BRITISH
 African
 Caribbean
 Any other Black origin (please specify) _____
- C CHINESE
 Chinese
 Any other Chinese origin (please specify) _____
- D MIXED HERITAGE
 Asian and white
 Black African and white
 Black Caribbean and white
 Any other mixed heritage (please specify) _____
- E WHITE
 British
 English
 Scottish
 Welsh
 Irish
 Any other white origin (please specify) _____

Do you have a disability? Yes No