

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Casual Bar Assistant
TEAM	-	Catering
WORKING BASE	-	Worthing Leisure Centre
RESPONSIBLE TO	-	Function Supervisor

OVERALL PURPOSE OF JOB

- To deliver and maintain a high standard of service and customer care
 - To serve at the bar, including taking orders, making drinks and accurate cash handling
 - Responsible for the bar seating area and counter, including clearing tables. Ensuring that the areas are kept to a high standard of cleanliness and hygiene in line with EHO guidelines.
 - To comply with Food Hygiene and Health and Safety legislation
 - Ensure promotion of the Trust through effective delivery of work duties
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MAIN RESPONSIBILITIES

Front of House

- Maintain high standards of cleanliness and hygiene by following appropriate procedures, completing open/close processes, adhering to cleaning schedules and following EHO guidelines
- Accurately record all spillage and wastage.
- To assist with deliveries, washing up and clearing tables when necessary
- Upselling additional food and drink products
- Organise and control the efficient production of quality drinks and beverages

Drinks and Food Production

- Prepare and serve high quality drinks in a timely manner ensuring that good portion control is carried out
- Work closely with the Function Supervisor to control stock levels for all drinks ensuring that stock rotation is carried out before and after functions.

Registered in England and Wales | Company limited by guarantee | Company number: 9204269 | Charity number: 000000
Registered office: *Field Place, The Boulevard, Worthing, West Sussex, BN13 1NP*



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Leisure

www.southdownsleisure.co.uk

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Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous and knowledgeable about products sold and building customer loyalty with regular visitors
- Work closely with the Management Team by communicating regularly and implementing systems

Till and Cash Handling

- Ensure safe handling on any cash taken
- Ensure appropriate recording of payments for all beverages served on the till system.

General

- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- To undertake relevant training when required.

Other

- Work will be on a first come first served basis as and when staff are required.

