

Casual Bar Staff Application Pack

Trinity Community Arts

Thank you for your interest in applying for the role of Casual Bar Staff at Trinity Community Arts. In this application pack you will find:

- Job description
- Person specification
- Trinity Recruitment Policy
- Further information about Trinity and the work we do

How to Apply

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly and describing exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please get in touch on info@trinitybristol.org.uk / 0117 935 1200. Please let us know if this applies to you, or if you need this document in a different format.

To apply please send CVs to info@trinitybristol.org.uk

Deadline: This is an on-going opportunity

Trinity Community Arts Ltd, The Trinity Centre, Trinity Road, Bristol, BS2 0NW

0117 935 1200 / info@trinitybristol.org.uk / www.trinitybristol.org.uk

Trinity Community Arts Ltd, Registered Charity number 1144770, Registered Company Number 4372577

Job Title: Casual Bar Staff

Responsible to: Bar Manager

Team: Events/Operations

Rate of Pay: £12.60 Per Hour to £14.52 Per hour after midnight

Hours: Primary working hours, evenings, nights, and weekends. There are a variety of shifts available. The number of shifts allocated per month varies in accordance with the number of events being delivered.

Role

Trinity is looking for casual Bar Staff to join our team in time to help us with the delivery of our varied event program. The role will require someone who is willing to work flexibly according to our growing events calendar, which includes everything from community meetings and conferences, live performances, club nights, and weddings.

We are looking for someone who is passionate about people. The ideal candidate will have excellent interpersonal skills and the confidence and ability to talk with people from all walks of life.

Role Responsibilities

Working with the management team to ensure effective running of the Trinity Centre Bar, including but not exclusive of:

- Serving customers in line with current licensing laws. Understanding of and compliance with all license conditions
- Ensuring safety of colleagues and patrons through good housekeeping and enforcing quality and safety controls
- Working with diverse personalities both on the staff and customers and maintaining a fun, safe atmosphere
- Ensuring the Trinity Bar areas are fully stocked, safe, clean, tidy and presentable to the public always
- Aiding in the set up and pack down of events
- Understand and uphold all Trinity's policies, in particular Health & Safety, Safeguarding (Challenge 25), Equal Opportunities and Code of Conduct
- Undertaking any other work as agreed with the Bar Manager and/or Venue Manager as may be appropriate for the position

Person Specification

Essential:

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- Excellent interpersonal and customer-care skills and a commitment to providing excellent service
- Understanding of issues around Health and Safety in a public space, licensing and implementing procedures
- Available for late nights and weekend hours
- Numeracy skills
- Demonstrable ability of working as part of a team
- Understanding and awareness of Safeguarding and its implementation
- A flexible approach to work, including the ability to work unsociable hours
- Good communication skills
- Commitment to the values and objectives of Trinity Community Arts

Desirable:

- Bar experience, in a busy bar environment
- Ability to use initiative and work with minimum supervision
- Understanding and awareness of Safeguarding and its implementation

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as a part-time job. Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes varying days/times, part-time hours and/or job-share for the right candidate/s.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Feedback

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We will notify all candidates who have not been short-listed for interviews. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specifications more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact hr@trinitybristol.org.uk / 0117 935 1200 for further information about this post or our Recruitment Policy.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive program of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live music venues, used by over 75,000 people each year.

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