



Job Title	Bar Manager
Location	Left Bank Leeds
Salary	£20,000 pro rata (£12,000 actual)
Contract Type	Permanent on 3 days a week, (0.6 FTE)
Applications close	8am, Monday 17 June
Interviews	Wednesday 19 June

WHO WE ARE

Left Bank Leeds is a multidisciplinary arts venue set in an amazing Grade II* listed former church building. Our mission is to create a welcoming and sustainable space that connects the people of Leeds through an accessible programme of arts and events, inspiring growth, connection and wellbeing, and offering a stunning setting for celebrations.

Our eclectic programme includes exhibitions, gigs, markets, festivals, theatre, cinema, talks, an annual LS6 Beer Festival and commercial activities such as weddings and private functions. Left Bank Leeds is a Community Interest Company run by Left Bank Leeds Charitable Trust – Charity no. 1146734

Left Bank is at a crucial stage in its development with exciting plans for the coming years and therefore is looking for an experienced individual to support our commercial bookings of our wide range of events and private functions.

WHO YOU ARE

You will manage the bar services at Left Bank Leeds and support the operational delivery of all internal and external events. You will be an experienced bar manager with a passion for customer service and will deliver a high standard of training and support to our staff and events team. Reporting to the Head of Events & Operations, you will play a key role in supporting our events and bookings.

YOUR MAIN RESPONSIBILITIES WILL BE

BAR MANAGEMENT

- Manage the set up and provision of all bar stock and equipment needs for events
- Ensure the smooth running of the bar and services for all internal and external events
- Promote and practice relevant health and safety, food safety and fire procedures and maintain all records to ensure business and legal compliance
- Responsible for making sure that all daily / weekly / monthly cleaning lists are completed by the events staff and accurate records maintained
- Responsible for all stock ordering, stock take, stock management and stock rotation
- Maintain relationships with all suppliers and manage all deliveries
- Keep an overview of bar operations and make recommendations to improve services
- Troubleshoot issues around bar operations
- Responsible for cash handling including maintaining, using and training our point of sales (POS) and till systems, and producing detailed reports to ensure accurate pricing and set up
- Host wine tastings with booked wedding couples on an ad hoc basis to develop bespoke drinks packages and services as requested





- Advise and recommend on new products and services to increase income

LINE MANAGEMENT

- Line management of Bar & Events Assistant(s), Duty Managers, and Casual Bar & Events Staff
- Ensuring that all events are staffed as per event requirements
- Collation and verification of event team monthly time sheets
- Event staff recruitment and training alongside the Head of Events and Operations
- Ensuring that events staff are trained and adhere to all cash handling procedures
- Promoting excellent customer service at all times
- Supporting the Volunteer Manager to ensure all volunteers and trustees are trained and equipped to serve on the bar

EVENT DELIVERY

- Responsibility for all event attendees, vendors and staff whilst on duty
- Key holder responsibility for opening and/or closing the building for events
- Provide excellent customer service to all visitors of Left Bank Leeds and represent Left Bank Leeds values in all communication with visitors, clients, suppliers and staff
- Troubleshooting any service problems or event issues as they arise
- Ensuring clear communication with the event team during before, during and post events
- Providing excellent customer service to all visitors and represent the values of Left Bank Leeds in all communication with visitors, clients, suppliers and staff
- Ensuring all site floats are correct and replenished on a weekly basis
- Completion and management of Event and Site Reports and supporting documents for all events
- Attending weekly event planning meetings



PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		Health and Safety qualification First Aid qualification Food Hygiene qualification
Skills & competencies	Excellent communication skills Excellent planning and time management skills IT skills, including knowledge of cross-platform and cloud-based working	Experience of EPOS now
Experience required	Experience in managing a busy bar / hospitality environment Line management experience	Experience of working with charities Commercial development Experience of working with volunteers
Special attributes		Personal Licence Holder
Personal qualities	Ability to operate well under pressure Ability to adapt and juggle multiple priorities Helpful and welcoming attitude Reliable and honest Physically fit	



REWARDING YOU

- 22.5 hours per week (equivalent to 3 days a week, including some evening and weekend work)
- £20,000 pro rata (£12,000 actual)
- 30 days holiday (incl. bank holidays) pro rata
- Pension
- Employee discounts

HOW TO APPLY

Please email Esme Lunken at esme@leftbankleeds.org.uk by 8am on Monday 17 June with:

- A covering letter detailing how your experience matches the criteria within the person specification
- Your most recent CV

Interviews will be held at Left Bank Leeds on Wednesday 19 June.

If you have any questions or would like an informal chat about the role, please contact Esme to arrange a time.

Please see www.leftbankleeds.org.uk for general information. 