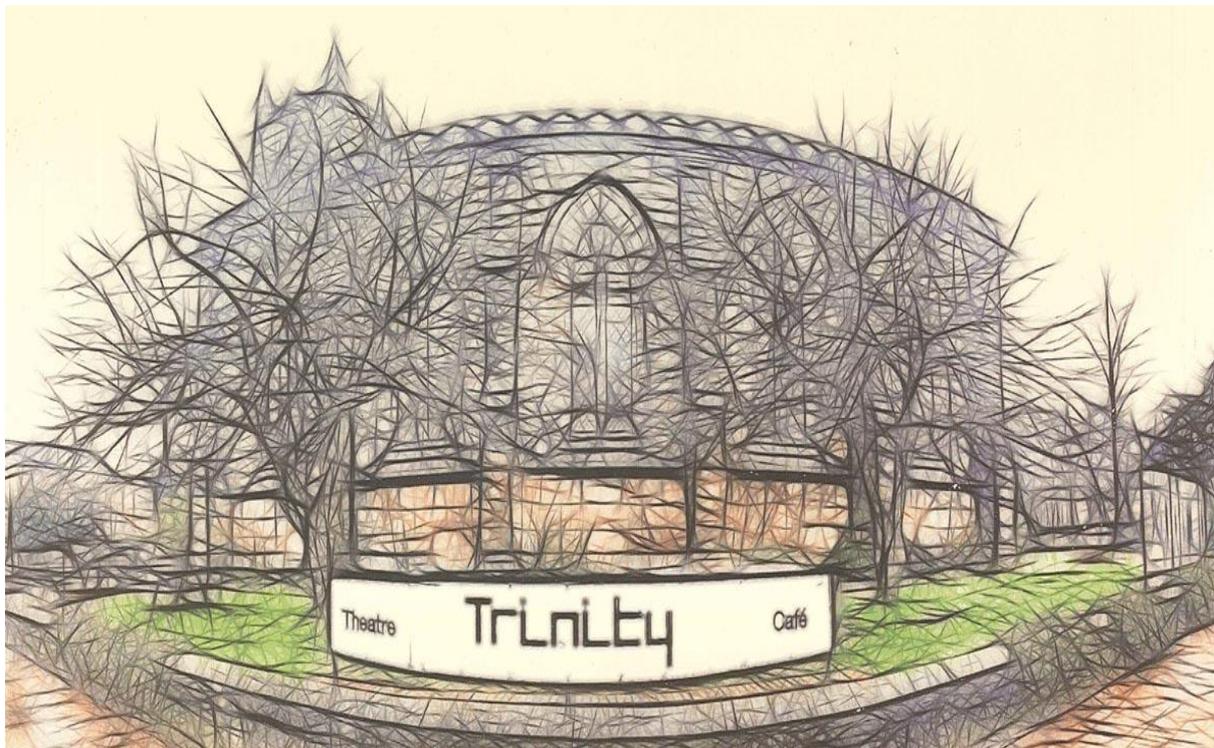


# Trinity



## **Kitchen and Bar Staff Job Pack**

**From £7.38 per hour (plus 12% holiday pay)**

**You must be aged 18 years old or over to apply for this role**

**Thank you for your enquiry about the post of Kitchen and Bar Staff at Trinity Theatre.**

### **Making an application**

A Job Description is included in this pack, along with general information about the Company. Please read these carefully and if you are interested in applying for the position, follow the below instructions. *Please note that if you do not follow these instructions you will significantly reduce your chance of being short-listed for interview.*

Trinity Theatre is committed to equal opportunities and a document outlining this policy is attached to the application form. This applies to the recruitment process where interviews will be arranged for those whose skills and experience appear to match the job requirements most closely.

We would be grateful if you would complete and return the monitoring form attached to the application form, to help us check that we are carrying out our policy of equal opportunities for all people. The information will be kept confidential and will have no bearing on your application.

If you are interested in applying for the position, please send your completed application form to The Administration and HR Manager, Trinity Theatre, Church Road, Tunbridge Wells, Kent, TN1 1JP or e-mail your completed online application form to [hr@trinitytheatre.net](mailto:hr@trinitytheatre.net)

*For further information about Trinity Theatre please visit our website: [www.trinitytheatre.net](http://www.trinitytheatre.net)*

### **Trinity Theatre**

Trinity is a charity and a 291-seat theatre and arts venue in the heart of Royal Tunbridge Wells set in a striking 19th century Decimus Burton designed grade II\* listed building. We host a wide range of diverse performances of drama, comedy, music, cinema, dance and live broadcasts of world class theatre, opera, and dance from around the world. We also have a welcoming gallery space and a café-bar open throughout the day.

We are at our core a theatre which informs everything we do. We also are the only theatre in the area that produces and directs their own Christmas show – combining our in-house talent and expertise, with professionals both on stage and off, as well as local children who are given an unparalleled opportunity to work in a professional environment. The Stage in their review of Oliver! recognised this as 'high-achieving, slick and well directed'.

We have built strong relationships with professional companies national and locally and recognise that we have a role in the community to support and encourage local actors, singers, musicians, directors, producers, etc. and have developed an Associate Artist initiative to further this aim. Young people are a vital part of what we do and we have a vibrant and growing Youth Theatre that is supplemented by workshops on particular skills as well as two summer productions. We firmly believe that theatre helps grow the citizens and audiences of tomorrow.

Over the last five years we have seen a period of continued growth and development with audiences increasing by 150% over this period. Currently we present nearly 600 separate events a year attracting audiences of over 52,000. As The Stage observed in their review of A Christmas Carol "Trinity ...seems, at last, to be vibrant again."

# Job Description



**Job Title:** Kitchen and Bar Staff

**Responsible To:** Kitchen and Bar Manager

**Purpose of Role:** To serve and assist all customers in a friendly, welcoming manner. Ensuring that the bar, cafe and all public areas are maintained in a clean and tidy fashion.

## Key Activities:

- To serve customers and assist staff in a professional and friendly manner, providing a pleasant and fast service where possible. In effect being the 'face of Trinity'
- To collect and wash cutlery, crockery and glassware, whilst maintaining a clean and tidy foyer area
- To ensure that goods and products are displayed properly, presented to a high standard, and to restock as necessary
- To on occasion steward and waiter for events
- To operate tills, be responsible for taking payment for goods and cash up tills at the end of the shift
- To use the café and bar equipment properly and in accordance with training provided, ensuring proper measures and minimum wastage.
- To wear the uniform provided by the management for all shifts, and to maintain a high standard of personal presentation and hygiene.
- To operate in accordance with all Health and Safety legislation, and hygiene requirements and to ensure that they are maintained
- To operate in accordance with UK Licensing laws, training will be provided
- Conduct regular litter sweeps of the building, including garden and outdoor seating areas
- To help ensure that all printed material displayed in the Foyer is well presented (including café menus)
- To carry out other related duties when asked by Staff and Duty Managers

# Job Description



## Key Skills and Competencies

### Skills

- good level of knowledge of the operation of a bar including relevant legislation and practice
- good level of knowledge of the operation of a theatre and cinema desirable but not essential
- good level of numeracy
- good level of knowledge of Health and Safety legislation
- good level of knowledge of food hygiene and preparation practices - Level 2 Award in Food Hygiene & Safety for Catering desirable but not essential

### Communication and Customer Service

- to be able to adapt approach to different audiences and individuals
- models and promotes a high level of friendly and welcoming customer service
- demonstrates an effective and appropriate use of humour
- to be sensitive to other's needs, attitudes and beliefs

### Organisational

- able to deliver to tight deadlines
- maintains efficient systems

### Flexibility and Resilience

- maintains a positive attitude
- works flexibly in terms of methods, approach and timekeeping
- learns from mistakes and encourages others to do likewise
- able to work under pressure

### Team Working

- able to work under own initiative
- able to work as part of a team
- supportive of other team members
- challenges, where necessary, in an appropriate manner