



## Bar Supervisor

**Responsible to:** Senior bar Supervisor, General Manager

**Salary:** £13.50 / hour

**Contract opportunities:**

Full-time – 30 hours

Evenings and weekends required.

### Main Purposes of the Job

To oversee the day-to-day operations of the catering at Park Theatre. You will be working closely with the Senior bar supervisor, Front of House, and box office teams to ensure excellent guest experiences, customer service, and product delivery.

Predominantly running shifts in the bar, overseeing all bar staff and operations ensuring that the bar runs smoothly, though to increasingly running internal and external events.

A week will encompass a combination of daytime and evening shifts, with the post holder expected to fulfil late-night weekday and weekend duties.

### Key Responsibilities

#### Bar Supervision

- Create a supportive and nurturing environment for your team and be supportive of all other teams in the building
- Oversee and manage food operations
- Ensure that excellent customer service is delivered at all times
- Appropriate service speeds are achieved and policies relating to service standards and procedures are followed
- The comfort and well-being of all visitors when the building is open
- All relevant legislation (licensing, etc) is adhered to
- Cleaning routines are carried out to expected standards
- All staff are fully briefed about menus, offers, and other venue details
- Promote and practice relevant health and safety and fire safety standards
- Maintain and ensure adherence to effective security procedures, including opening and closing procedures
- Set a good example for bar staff with regards to punctuality, attendance, attitude, and hygiene and ensure that high standards are maintained at all times
- Support colleagues in other teams in the running of a range of special events, including hires of the building, press nights, corporate events, meetings, and community participatory activities.

#### Stock & Product

- Support the design and delivery of venue-specific cocktails
- Maintain an overview of stock and manage physical stock control during shifts ensuring full availability of all menu items, conduct stock takes when required
- place orders as required
- When required, ensure all deliveries are received and confirmed correctly and that all relevant delivery notes/invoices are correct
- All services and items are being charged correctly.

**PARK PIZZA**

Park Theatre, Clifton Terrace  
London N4 3JP

020 3906 1927  
parkpizza@parktheatre.co.uk  
Parktheatre.co.uk/park-pizza

**KNOCKING PIZZA  
OUT OF THE PARK**

# PARK PIZZA

## Hygiene & Waste

- Ensure a high standard of food hygiene is maintained in the kitchen and service areas
- All relevant paper, and HACCP are being completed and followed
- All food and drink waste is recorded in line with company policies
- Ensure all waste streams are managed in accordance with the procedure.

## Finance

- Ensure that all financial procedures are carried out correctly and fully and that management receives all reports promptly and to the required standards
- All petty cash and stock are kept safely whilst on the premises
- Ensure tills and pdqs are operated correctly

## Staffing

- Manage the bar team during your shifts, ensuring staff carry out their work to expected standards at all times
- Assist with the induction and training of bar staff
- Help to ensure that all policies and procedures are followed correctly and fully at all times
- Regularly liaise with the FOH and Box Office to ensure seamless cooperation between both teams in delivering excellent service to all visitors.

## Person Specification

### Experience

- Experience (6 months +) in bar supervision
- Experience of working in a multi-faceted venue desirable
- Experience working in busy, late-night environments, shift management
- Barista experience desirable
- Experienced in mixology and drink creation preferred.

### Knowledge

- Drink preparation
- Health & safety, food hygiene, licensing laws, and EPOS systems
- Understanding of the performing arts and the nature and demands of operating within an arts/events venue
- Excellent command of English
- Competent numeracy and literacy skills.

### Ability and Aptitude

- Customer focused
- Solutions-focused
- Confident communicator, able to remain calm under pressure
- Self-motivated
- Act as an ambassador to Park Theatre.

## **PARK PIZZA**

Park Theatre, Clifton Terrace  
London N4 3JP

020 3906 1927

[parkpizza@parktheatre.co.uk](mailto:parkpizza@parktheatre.co.uk)  
[Parktheatre.co.uk/park-pizza](http://Parktheatre.co.uk/park-pizza)

**KNOCKING PIZZA  
OUT OF THE PARK**

# PARK PIZZA

## About us

Park Theatre opened in May 2013 after three years of planning and building and is comprised of Park200 (a 200-seat theatre with stalls and circle), Park90 (a flexible studio space), the Morris Space (a multifunctional room used for rehearsals, workshops, readings and the majority of our creative learning activity); Park Pizza Bar and additional facilities (including offices, dressing rooms and a green room). We are a registered charity and a company limited by guarantee, overseen by a non-executive Board of Trustees. We have a talented and dedicated team of 16 permanent staff, plus a pool of casuals and volunteer ushers.

Park Theatre presents work of exceptional calibre in the heart of Finsbury Park. We strive to ensure that our building, and the work on stage, is inviting and accessible to all. We work with writers, directors and designers of the highest quality to present compelling, exciting and beautifully told stories across our two intimate spaces. Our programme encompasses a broad range of work from classics to revivals with a healthy dose of new writing, producing in-house as well as working in partnership with emerging and established producers from both the commercial and subsidised sectors. Within the industry, we aim to be a creative home from home for actors, writers, directors and producers; we offer our spaces as a platform for development, rehearsed readings or sharings of new projects, with the aim of securing a future life either on our own stage or on another. We are invested and rooted in our local community and seek to work with local residents, businesses and partner organisations to create a better Finsbury Park for everyone. In everything we do, we aim to be warm and inclusive; a safe, welcoming and wonderful space in which to work, create and visit.

Park Pizza Bar plays a crucial part of fulfilling this mission. It is the first port of call for the majority of visitors to our building and is thus an essential part of our strategy in developing our presence as a welcoming community hub within our local area. As we reopen the theatre after a protracted period of closure, the Park Pizza is looking for an experienced Bartender with a passion for exceptional service to join the exciting restaurant opening.

## Application Procedure

Applications should be made by submitting a cover letter explaining in no more than two paragraphs what attracts you to the position and evidencing your ability to fulfil the role and meet the person specification. Please also submit a C.V. and complete an Equal Opportunities Monitoring Form by visiting <https://parktheatre.typeform.com/to/MGxq0BpT>

Park Theatre operates a Positive Action policy to aid in our endeavour to diversity our workforce. Any disabled candidates or candidates who identify as ethnically diverse who meet the essential criteria listed in the person specification will be guaranteed a first-round interview. If you feel that this applies to you, please include the following sentence at the end of your application letter: *I would like my application to be considered under Park Theatre's Positive Action policy.*

Applications should be addressed to Tom Bailey via email: [jobs@parktheatre.co.uk](mailto:jobs@parktheatre.co.uk)

### **PARK PIZZA**

Park Theatre, Clifton Terrace  
London N4 3JP

020 3906 1927

[parkpizza@parktheatre.co.uk](mailto:parkpizza@parktheatre.co.uk)  
[Parktheatre.co.uk/park-pizza](http://Parktheatre.co.uk/park-pizza)

**KNOCKING PIZZA  
OUT OF THE PARK**