

# THE BRICK BOX



**We're hiring! The Brick Box Rooms is looking to recruit a Bar Manager to join our creative and dynamic team in Bradford city centre.**

The Brick Box Rooms is an arts venue and bar based on a busy, semi-pedestrianised street in Bradford city centre. Having opened in October 2017, the bar and associated activities have played a significant role in the street's regeneration so we're looking for someone to help us continue our work. We are open Tuesdays to Saturdays inclusive, hosting a wide range of customers and events. From clothes swaps to open mic nights, supper clubs to discos, spoken word nights to exhibitions, The Brick Box aims to offer a friendly welcome to all.

This is a great opportunity for someone who is excited to join a small team, which is running both a venue and an arts organisation. You'll shape our

flagship venue to help support our social and artistic aims, working alongside and supported by the wider Brick Box Rooms and Brick Box CIC teams. We're looking for someone who has excellent communication skills, is experienced and skilled as a bar manager, can work in a team, and also supports our creative vision of art, love and magic for everyone! Interested? Read on...

### **Bar Manager - job description & terms**

**Responsible to:** Rosie Freeman and Eleanor Barrett, Company Directors.

**Hours and dates:** Bar opening times may vary, holidays to be taken in consultation with line managers.

**Salary and terms:** Part time employee on an average of 10-15 hours/week minimum contract at £9.21/hr. There is opportunity to take shifts behind the bar in order to increase these hours. Wages will be paid monthly, after tax and NIC deductions.

**Key objective:** To effectively manage The Brick Box Rooms bar and uphold the values of The Brick Box Rooms Ltd.

**Start / end date:** Interviews will be held at the beginning of July and the successful candidate will start during w/c 22nd July 2019 for a handover with current Bar Manager. A 6 month contract will be offered, which includes an initial probationary period.

### **DUTIES**

#### **Bar and cellar management**

- Place and manage stock orders for drinks/snacks/ice/cleaning products through Molson Coors, breweries and other wholesalers eg Bookers
- Purchase and manage perishables such as fruit/ice/milk/tea/coffee

- Maintain high health and safety standards throughout BB bar and associated facilities
- Manage cashing up and Z reads documentation, passing on information to line managers in the form of weekly breakdowns with documentation proof for filing
- Manage change/float/ petty cash/company card and safe
- Liaise with Viola and oversee waste management contract
- Manage weekly cleaning schedule, including staff kitchen/front windows etc. Ensuring staff are following cleaning procedures to maintain consistent results.
- Deliver staff training where appropriate
- Manage till operations and updates
- Maintain and review bar prices in liaison with line managers
- Pay in weekly bar takings at Bradford city centre bank
- Manage card machine operations and liaise with Customer Service contact at World Pay
- Be familiar with all fire and health and safety procedures relating to the bar and cellar
- Line cleaning, maintenance of equipment/cleaning of cold room
- Stock management, maintaining in date and identifying popular choices
- Monthly stock take
- Deliveries, responsible for all weekly and fortnightly deliveries snack/molson/external brewers and beer gas.
- Basic maintenance for the bar, running repairs of basic fixtures otherwise reporting anything serious to line managers
- Building security, ensuring lock up policies are followed by all tenants/staff
- Glass washer maintenance, weekly clean and salt

### **HR and admin**

- Manage all bar staff to ensure a positive working environment
- Adhere to the BB employee handbook

- Ensure staff are following correct procedures for cleaning/service, ensuring the best result is being offered through staff knowledge of good operating practice for bar
- Liaise with other BB CIC & Rooms team members
- Report to BB company directors
- Check timesheets and collate invoices from bar team and send to line managers
- Maintain staff file, and any other administrative systems to support effective running of the bar
- Create and manage staff rotas, liaising with colleagues to assess staffing levels, being on standby/reachable by phone at all times to answer and help staff if needed
- Use emails and phone appropriately to deliver tasks

### **Equal Opportunities**

The Brick Box is an equal opportunity employer and is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff (employees and freelancers) and job applicants.

The Brick Box aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

It is The Brick Box's stated policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, transgender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability (protected characteristics as per the Equality Act 2010). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers and former staff members.

The full version of our equality and diversity policy is available upon request. The Brick Box continues to review the effectiveness of this policy to ensure it is achieving its objectives.

**If this sounds exciting, we'd love to hear from you. Please send us a covering letter (no more than 1 side of A4) and your CV to [hello@thebrickbox.co.uk](mailto:hello@thebrickbox.co.uk) by 5pm on Friday 21st June 2019 and we'll be in touch.**