

Volunteer Staff Role Description



Bar/Evening Entertainment Team Member	
Role Code:	SC-00-SSTM
Responsible to:	Marquee Manager
Responsible for:	<ul style="list-style-type: none"> ➤ To provide a friendly and efficient service within the onsite bar, dispensing orders accurately, with courtesy to the standard required according to legislation. ➤ Ensure all needs are met to provide all staff with positive experience and a place to relax
Main Activities / Duties:	<ul style="list-style-type: none"> ➤ Duties include: Serving alcohol and soft drinks, Checking wristbands for age of people in the bar, Ensuring the bar is clean and presentable, Manage waste and Clearing down after closing and assisting with bar entertainments ➤ To report for duty on time. ➤ To ensure that the bar area is kept clean at all times. ➤ Follow rigidly and observe all hygiene regulations. ➤ To deal with any customer complaints in a professional manner and to notify management of these. ➤ To ensure a high standard of personal hygiene. ➤ To ensure that all reasonable care is taken for the health and safety of yourself, other volunteers, customers and other persons on the premises. ➤ To observe all safety procedures and rules. ➤ To ensure that all fire doors are monitored and that fire routes are kept clear at all times. ➤ Be willing to undergo training where required. ➤ Be flexible with duties required ➤ To Assist the Entertainments Team as required. <p style="text-align: center;">Position 1 – 18:30hrs – 23:30hrs Saturday to Saturday (Days to be agreed)</p> <p style="text-align: center;">Position 2 – 13:00hrs – 23:30hrs Saturday to Saturday (Days to be agreed)</p>
Person Specification:	<ul style="list-style-type: none"> ➤ Have good interpersonal skills. ➤ Be able to work within a team of volunteers ➤ Be able to attend evening and weekend meetings if required ➤ Be able to utilise electronic communication.

	➤ Be able to work as part of a team with others for a common goal.
Contact:	<i>PLEASE SET AN AUTO FORWARD TO: smobbs308@gmail.com</i>
What happens next:	Your application will be reviewed and you will be contacted by a NORJAM representative