



Elton Community Centre  
School Lane, Elton CH2 4LT  
Reg: Charity No. 520048

## JOB DESCRIPTION

## Bar Person

### ROLE OVERVIEW:

**Here at the Elton Community Centre, we are a small team making a big impact!** The Community centre is at the Heart of Elton and from here we run important projects, events & clubs including the Elton foodbank which is vital in supporting people during times of need.

Our bank of casual bar staff supports both planned community events and private functions during the evening and weekend. Please note that some areas of this role may require light lifting and some manual handling.

### HOURS: Evening and Weekends

**LEARNING OUTCOMES: All our volunteer roles at the centre offer the opportunity to learn new skills and develop in your chosen area of volunteering. Volunteering with us also gives you the opportunity to contribute and support the local community whilst meeting new people and building relationships.**

### MAIN ROLE RESPONSIBILITIES:

- Undertaking a range of duties in the bar area including taking orders, preparing, and serving alcoholic beverages and soft drinks.
- General cleaning duties of equipment and glasses along with the bar and surrounding area.
- Providing high levels of service to our customers.
- Taking customer payment and handling cash. Using a cash till.
- Ensuring a high standard of cleanliness & hygiene and in accordance with centre policy.
- Adherence to community Health & Safety Policy including kitchen and café safety rules.

### PERSON CRITERIA:

- Bar / Food Service experience preferred but is not essential for this role.
- A friendly customer orientated approach is required.
- Must be available/ flexible to cover shifts during the evening and at weekends.
- Professional and Presentable approach to working in a customer facing environment.
- A team player who can multi-task.
- Basic numerical skills.
- Good attention to detail.
- Comfortable working in lively, busy, and fast paced environment.
- Must be able to follow instruction & guidance for Health, Safety & Hygiene rules.
- Willing to undertake relevant training as required for the role.

Applications are available from the Community Centre or online via our website [www.eltoncommunitycentre.co.uk](http://www.eltoncommunitycentre.co.uk) . Completed applications can be returned directly to the centre or emailed to [admin@eltoncommunitycentre.co.uk](mailto:admin@eltoncommunitycentre.co.uk)