

# CATFORD MEWS

## **Venue Supervisor (Bar)**

Reporting to Venue Manager – Catford Mews

Pay: £11.55 per hour

Holiday: 20 days plus bank holidays (pro rata)

Working hours: 37.5 per week

Working days: a mixture of days and nights, weekdays, on the weekends and bank holidays.

Benefits: Cinema membership and discounts.

## **About us:**

Catford Mews is a brand-new venue that will embrace Catford's rich and vibrant culture. We're transforming a 23,000 square foot former Poundland into a 3 screen cinema, live performance space, food market with local vendors, coffee shop, bar and community spaces.

Catford Mews aims to support local businesses and develop a creative community who will be able to work, create and perform all under one roof and reach out to the community through affordable performance and learning. We will be front and centre of the exciting regeneration of Catford.

We are currently building a team of talented and ambitious people to help deliver a vibrant and successful community venue at Catford Mews. This is a unique opportunity to help shape our venue and be a founder member of the Catford Mews team. If you think you are the right person to help us, we'd love to hear from you.

## **About the job:**

We are looking for an exceptional Venue Supervisor who will be responsible for the day-to-day running of Catford Mews with a focus on our bar operations, drinks and concessions.

You will have a passion for running a bar, developing drinks and cocktail menus and a flair for exceptional customer service. Our ideal candidate will be keen to share their knowledge with other Team Members through on-the-job learning and training.

As Venue Supervisor you will deputise for the Venue Manager and be responsible for motivating the front of house team and providing effective support for the day-to-day running of a vibrant new venue that incorporates a bar, independent food vendors, a 3 screen cinema and events space. Our ideal candidate will have a strong background in hospitality with experience working in a similar venue role. You will be expected to manage point of sale, assist in stocktakes, oversee deliveries and work behind the bar.

You will be also be a key holder and responsible for adhering to all licensing practices, health & safety rules, risk assessments and fire safety procedures. You will also assist the Venue Manager in regular audits and safety checks.

Excellent communication skills will be required as you'll be responsible for maintaining the highest levels of customer service throughout the venue, managing the front of house team during your shifts and providing them with clear directions and timely feedback.

Our ideal candidate will ensure the whole community is welcome in our venue by maintaining exceptional standards, real attention to detail and a creating friendly working environment.

**Main duties and responsibilities:**

- Effective day-to-day shift supervision of the cinema, bar and operations
- Maintaining the highest levels of customer service throughout the venue
- Ensuring health & safety and fire regulations are implemented and maintained
- Ensuring the licensing objectives are adhered to
- Responsibility for staff, stock, customer service and cash handling during shift
- Operating and overseeing cinema projection and venue AV equipment
- Assisting in staff training & rota supervision
- Positively promoting our film and event programme within the venue
- Building a strong and positive relationship with colleagues
- Dealing with maintenance issues and delegating where necessary
- Taking part in opportunities to develop new skills
- A strong commitment to Catford Mews mission & values

**Skills and experience:**

**Essential**

- Experience at a supervisory level at a bar, cinema or cultural venue
- High level of interest and understanding of bar operations
- Proven interest in exploring new drinks/cocktails/beverages
- Health & safety trained
- Proven administrative and numerical skills including using Word and Excel

**Desirable**

- Experience working with projectors and AV equipment.
- First Aid trained
- Food Hygiene trained
- Experience working with live music and live streaming

**Application:** Please complete the application form (you may also attach a CV if you wish) and send to [careers@reallylocalgroup.co.uk](mailto:careers@reallylocalgroup.co.uk) with the subject line: Catford Mews – Venue Supervisor (Bar)

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**Deadline** for applications is 11 PM on 21<sup>st</sup> July.

Interviews will be held week commencing 22nd July.