



Bar Manager and Event/Hire Administrator

Main Purpose of the role

To manage the operations of hires and events in Regather's events space (including room hires, birthday parties and promoter run events).

Position within Regather

The post will be based at Regather in Sharrow, Sheffield. You will be working with other members of the Regather team and bar staff.

Working hours are flexible but are likely to include:

At least one evening per week (6pm-12am) working the bar

One day per week working in the office (could be split over 2 days Mon-Fri)

Minimum 13.5 hours per week

Duties and Responsibilities

Staffing the bar and serving customers. Ensuring they have everything required for event (sound desk, lights, microphones all working and available)

Ensure the event space and bar are kept clean, tidy and organised

Management of bar stock, ordering new supplies and ensuring good rotation

Management of staffing of the bar and ensuring all shifts are covered

Entering income and expenditure into Quickbook accounting software. Managing Petty cash and taking cash to the bank

Responding efficiently to customer enquiries about hires and maximising income opportunities from room hires and events

Be an enthusiastic and committed ambassador for Regather and its key objectives

Working responsibly to maintain quality, efficiency and health and safety

Essential skills

Reliable and confident about lone working

Friendliness and good customer service skills

Desired skills & characteristics

Bar work experience

Previous experience of event/venue management

Interest in developing thriving events programme at Regather

Interest in co-operative model for business

Willingness to develop job role with the potential of becoming more involved in similar trading activities including Regather produced cider wholesales

Pay rates and benefits

The successful applicant will be paid £8.22 an hour and will be expected to work varying hours as needed. As a cooperative Regather has an equal rate of pay for all workers, you will have the opportunity to become a member and have input in how Regather is run. You will have the option to opt into the Regather Pension scheme and will receive paid holiday of 5.6 weeks pro rata.

Please apply with a Covering Letter and CV to: Rachel Boyce, Email: rachel.boyce@regather.net
Telephone: 0114 2731258.

Application Deadline: 12th January 2020. Start date: as soon as possible.