



The Bar at Gate Street Barn

Background

The Bar is a licensed function bar situated within Gate Street Barn. The Barn is a wedding & function venue which holds around 130 weddings and events a year. To find out more visit www.gatestreetbarn.com

Staff

1. Must be over 18 years old unless authorised by Lisa Gough or Jane Hutley
2. Non-smoker
3. Only one ear piercing, no facial piercings or tongue piercing allowed on shift
4. Long hair must be tied up
5. Own transport, due to the location of The Barn
6. Not afraid of hard work, which includes heavy lifting at times
7. Must wear smart plain black top & trousers, not jeans, with suitable smart black shoes, not trainers. A full body apron will be supplied which must be returned at the end of the shift.
8. Staff should eat before the shift or bring something for a break as food is not always available
Drinks are available including tea & coffee

Job Role

1. Interacting with clients and customers
2. Serving measured drink behind the bar as instructed
3. Taking cash and credit cards when a paying bar is open
4. Collecting and washing up glasses, polishing of glasses.
5. Assist with the setting up and breaking down of a bar
6. Maintaining a clean and tidy venue including all toilets
7. Moving tables and chairs as required
8. Lighting wood burning stoves & the fire pit as required and filling up log baskets
9. Taking rubbish to and from the bins
10. Carrying out reasonable requests from the Bar Manager, Lisa Gough & Jane Hutley

Training – You must attend one of the Bar Staff Training Days in January and/or July. Further training is given on the first shift.

Hours - Usually 6pm – 1am on a Friday and/or a Saturday but can be other days of the week and earlier starts in the busy wedding season

Very occasionally staff maybe required to stay after 1am due to guests or other suppliers still being present after this time. Staff will never be required to stay on their own at anytime

Staff maybe asked to leave earlier than the stated finishing time on the rota due to business demand; this is at the discretion of the Bar Manager

Rotas - Towards the end of each month the following month's rota will be emailed to all staff

Staff must email back what dates they are available to work, as quickly as possible, and the rota will be completed from this information. Changes to availability must be given at the earliest opportunity

Shifts are shared equally between seasonal staff but please note we always have a lot of students in the holiday periods, so you may find you are only allocated one shift even though you may be available for more. We will always do our best to give as many shifts as possible to staff who are experienced, available for more and staff who return their availability to us, early

Upon receipt of the completed rota staff must email back confirmation they are still definitely available for the shifts stated on the completed rota

Wages - Are via PAYE and directly into bank accounts on the first Wednesday after the last shift of the month.

Rates are £8 per hour before midnight & £10 per hour after midnight. However, your first trial night will be at a rate of £5.00 per hour all shift.

Please note: Relevant HM Revenue & Customs forms must be completed e.g. P46 and Self-employed staff will be paid upon receipt of an invoice payable to Gate Street Farm Ltd as above.

Additional Information

1. Staff are responsible to the Shift Bar Manager and Duty Manager
2. Reasons for the lateness must be given and noted by the Bar Manager on the Event Sheet. Continued lateness without good reason will result in removal from the staff list.
3. Mobile phone reception at The Barn is poor. Contact numbers in an emergency; 01483 894362 (office) 01483 892504 (bar)
4. Only the staff car park and over flow car park must be used.
5. Staff must inform the main office of changes to availability, sickness and the knowledge of lateness at the earliest opportunity.
6. The use of mobile phones is not acceptable whilst working

Information Required

Before starting work, staff must complete the attached Personal Details information form and sign the Credit Card Acceptance Statement

Bar Staff - Personal Details

Full Name	
Telephone Number	
Address	
Email Address	
Date of Birth	
NI Number	
Trail Date/Start Date	
Will you be employed elsewhere?	
Are you a full-time student and if so are you available in term time or holidays only?	

Bank Details

Name on Bank Account	
Sort Code	
Account Number	

Next of Kin

Name & Relationship to You & Contact Number	
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For the purposes and Duty of Care do you have any health conditions we should be aware of?

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Agreement to Comply Form – Agreement to Comply with Information Security Policies

Employee Name (printed)

I agree to take all reasonable precautions to assure that company internal information, or information that has been entrusted to the company by third parties such as customers, will not be disclosed to unauthorised persons. At the end of my employment or contract with the company, I agree to return all information to which I have had access as a result of my position. I understand that I am not authorised to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the Lisa Gough, the General Manager who is the designated information owner.

I have access to a copy of the Information Security Policies, in the main Gate Street Barn Office. I have read and understand these policies, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by the policies and other requirements found in the company security policy. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security policies to Lisa Gough, the General Manager.

Employee Signature

Date