

# BLAKELANDS COUNTRY HOUSE



## Contract of Employment - Job Description

Restaurant Bar Manager – Optional 4 or 5 day role

### Std hours

*Monday -10.30am – 1.30pm – Stocks & Orders, Cleaning duties (Optional 5<sup>th</sup> Day)*

*Tuesday / Wednesday – Std Days Off*

*Thursday – 5.30pm to finish - Restaurant Duties*

*Friday – 12.00 to finish – Wedding & Restaurant Duties*

*Saturday – 12.00 to finish – Wedding & Restaurant Duties*

*Sunday – 10.00am to finish – Restaurant Duties*

*Minimum Hours Guarantee – 30 hours 4 day / 35hours 5 day weekly.*

*Can be salary based + overtime if preferred.*

*Paid monthly - £11.50 per hour*

### Dress Code

*Clean & Smart, - Uniform as required / supplied*

### General Restaurant Duties

*Cleanliness of Restaurant Bar & Cellar areas / pipe cleaning rota*

*Stock control*

*Preparation for opening – laying tables for service & generally preparing restaurant*

*Opening & closing of restaurant – unlocking & locking of gates*

*Meeting & receiving all guests*

*Drinks on arrival & during meals*

*Taking dinner orders*

*Assisting with service when necessary*

*Glass collecting*

*Preparing bills & settling payments*

### General Wedding Duties

*Opening bar in readiness for wedding guests arrival*

*Civil weddings – Bar open 1 hour prior to Wedding*

*Assisting with Reception drinks*

*Assisting with Wedding Meal Service*

*Continued over.....*

Additional Duties

*Control & cleanliness of banqueting cellar & Bar*

*Stock control & checking.*

*Check for rubbish / waste in Store room.*

*Swapping over of Glass Bins when full*

*Thursdays – Put away Stock Deliveries*

*Maintain Ice Stocks*

*& any other duties as may be needed & mutually agreed.*