

# Part Time Front of House Supervisor

The Chelsea theatre is looking for two part time Front of House Supervisors to support its operation. Work will range from bar and box office to ushering duties in a vibrant and creative and friendly professional environment. This is a diverse role where every day will bring different challenges.

## ***Responsibilities include:***

Preparing the bar for service

Serving customers including taking food orders, taking orders for interval drinks

Using the till and other systems to ensure the correct recording of sales and stock

Providing information to customers on the menu and other aspects of the theatre

Providing a consistent level of service to a wide range of customers

Working with all other theatre staff to ensure customers receive quality service throughout their visit

Working special event evenings

Adhering to the Company's Health and Safety policy

Maintaining clean working areas

Restocking, clearing, and cleaning all areas of the bar

Maintaining stock levels and stock takes

Cashing up

Safe checks

Being a key holder

***Person Specification:***

***Essential***

Previous customer service experience

Genial & well-mannered

Previous experience of cash handling

Proven ability to provide a high level of customer service and efficiency during periods of intensity

Proven ability to work and manage within a small team

Proven ability to work with a wide variety of customers

Experience of and confidence in working with food (serving or preparation)

Good spoken English

A friendly, hardworking, and flexible approach to customer service and all aspects of bar work

Availability to work evenings and weekends

High standards of hygiene and the ability to maintain a clean and organised working area

***Desirable***

Interest in working in an arts environment

Previous bar or restaurant experience

Food Hygiene Certificate

Personal licence

***Summary of conditions of employment:***

Reports to: Interim Front of House Manager

Weekday, weekend and evening shifts.

Hourly rate £10.85 (London Living Wage)

Holiday: Holiday is accrued at a percentage rate 12.07% per hour.

The post is a zero-hour contract

This position is based at the Chelsea Theatre, 7 Worlds End Place, London SW10 0DR

Uniform: Smart/casual black clothes and dark shoes (non-slip, no open toed shoes none ) to be provided by the employee.

Other benefits - theatre ticket subsidy scheme.

The Chelsea Theatre is a fully accessible workplace.

**To apply:**

Please send a short covering letter, two references, your CV and a completed [Equal Opportunities Form](#) to:

[admin@chelseatheatre.org.uk](mailto:admin@chelseatheatre.org.uk)

Subject: FAO Tom Bailey, FOH Supervisor application

Applications close on Monday 26th of July with recruitment ongoing throughout the application period.