



JOB POSTING

Bar Manager

Deadline: May 20, 2022

The Arts Club Theatre Company is Canada's largest not-for-profit urban theatre company. Now in its 58th season, the Arts Club offers professional live theatre at three venues, as well as on tour throughout the province. Arts Club Theatre Company offices, rehearsal halls, workshops, and theatres are all located on the unceded, ancestral and traditional shared lands of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

In addition to its productions, the Arts Club has significant bar and lounge operations with the bar on Granville Island and bars in each of the Arts Club's three theatres: the Stanley Industrial Alliance Stage, the Granville Island Stage and the Newmont Stage at the BMO Theatre Centre.

Reporting to the Director of Patron Experience the Bar Manager is responsible for the day-to-day management of the Lounge at Granville Island and the concession bars at all three theatres.

expert in customer service. The right candidate is proactive, helpful, outgoing and can help ensure that the bar operations enhance the overall patron experience.

We are looking for someone with a track record providing leadership and support to a staff team of servers, kitchen and bar staff, and have experience with scheduling, inventory control and cash management.

This is a permanent, full-time position. Prior experience working with or leading a unionized staff team is considered an asset.

DUTIES AND RESPONSIBILITIES

- Welcome and host guests
- Manage the moment-to-moment needs of a busy bar operation
- Assess staffing needs based on events and schedule accordingly
- Perform payroll reporting on a weekly basis
- Support and supervise servers, kitchen, and bar staff
- Recruit, train, and coach staff, particularly in customer service
- Liaise with Unifor and attend union meetings as needed
- Manage, restock, and report on inventory and supplies
- Maintain and negotiate contracts with suppliers and partners
- Oversee the budget of the bar operations

- Oversee cash management including floats, reconciliations, and tip pool
- Ensure a clean and safe workplace
- Comply with all food and beverage regulations

QUALIFICATIONS AND EXPERIENCE

- Three years of experience working in a management position within the hospitality, food service or related industry
- Experience hiring and training staff
- Extensive beer, spirit, wine and food knowledge
- Experience with point of sale and inventory software
- Valid Serving it Right Certification and Food Safe certification

SKILLS AND COMPETENCIES

- Energetic and resourceful
- Excellent customer service skills
- Excellent time-management and prioritization skills
- Positive attitude and excellent communication skills
- Ability to motivate a team to deliver exceptional guest service
- Ability to manage a staff team
- Ability to manage inventory and create invoices and receipts
- Working knowledge of Microsoft Office

Start date: June 6, 2022

Salary: \$24 per hour

Employment Type: Full-time

To Apply: Email your cover letter and resume to humanresources@artsclub.com

Application Deadline: May 20, 2022

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".