**POSITION DESCRIPTION**

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| **Position Details** | |
| Position Title | Bar Manager |
| Business Unit | Venues Team, Te Auaha |
| Reports to | Venues Manager |
| Location | Wellington |

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| **WelTec & Whitireia: Our Purpose** |

Whitireia Community Polytechnic (Te Kura Matatini o Whitireia) and Wellington Institute of Technology (WelTec) (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting students first and together we serve around 15,000 students every year in the Wellington region and across New Zealand.

WelTec and Whitireia change lives. We provide professional, vocational, and foundation education where students learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, and in a huge range of subjects – from arts to veterinary nursing.

What we do is important and we are proud to be able to say that we do it very well – Whitireia and WelTec are consistently among the highest performing institutes of technology in New Zealand.

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| **Our Guiding Principles** |

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – taking all practical steps to create and maintain a culturally sensitive environment for all who are part of what we do.

**Flexibility** – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing students as individuals with unique needs and aspirations.

**Community engagement** – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

**Active collaboration** – working hand-in-hand with industry and employers to ensure the relevance of ITP education to the needs of industry. Providing real-world learning experiences for students, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

**Leadership** – providing a framework and a vision for the ITP sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

**Advancement of New Zealand** – providing measurable economic and social benefit to New Zealand through increasing capability and employability of students, actively driving growth in international student engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

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| **Position Purpose** |

The purpose of this position is to ensure smooth operation of the bar ensuring all our audiences and patrons are happy by creating a hospitable atmosphere.

This is a hands on role that involves sole charge running of the bar, ensuring compliance with alcohol and food safety regulations, dealing with inventory, rostering staff and working with the Te Auaha venues team to manage and promote events.

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| **Key Accountabilities** |

Responsibilities of this position are expected to change over time as WelTec and Whitireia respond to changing needs. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up-to-date, the intention is for the high level description below to be supported by short term (e.g. 6 months) roll-over action plans prepared by the incumbent and agreed with his or her manager.

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| * Staff rostering/task allocation * Ensure the bar and public spaces are clean, tidy and looking great and ready for audiences including the appropriate presentation of stock * Ensure accurate handling of payment transactions, float management and till reconciliation practices are followed * Monitor and control of stock and wastage, undertake stock takes at regular intervals * Ensure all conditions of the Te Auaha alcohol licence are strictly adhered to including all relevant paperwork * Maintain a high standard of hygiene and adhere to all food safety regulations and quality controls * Ensure all administration, documentation, logs and records are compiled, updated and stored * Support events and marketing activities by providing high quality service and promoting the venue through great customer service * Ensure relationships with suppliers and contractors are positive * Model professional standards of conduct, particularly for students, but also for other users * Take all practical steps to create and maintain a safe and healthy environment for employees, students and other persons * Customer service excellence * Excellent written and oral communication * Attend staff meetings as required. |
| **Compliance**   * Ensure all conditions of the Te Auaha alcohol licence are strictly adhered to as per the Sale and Supply of Alcohol Act 2012 including all relevant paperwork * Ensure compliance with Food Safety regulations * Maintain Bar Managers Certificate   **Health and Safety**   * Maintain knowledge of Health and Safety procedures, and actively support safe work practices in your work area. * Take all practicable steps to ensure you don’t harm yourself or anyone else. * Comply with health and safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management. |
| **Collaborative Relationships**   * Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia. * Work with others collaboratively and constructively to achieve successful outcomes. * Support the work of the Team and wider Institute campuses by actively learning and developing, and responding to constructive feedback in order to continually improve the quality of work produced. * Develop and maintain the trust, respect and confidence of colleagues. |
| **Valuing and Nurturing Diversity**   * Recognise and positively respond to the different needs of particular groups and individuals within the Institutes’ communities. |
| **Culture**   * Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (Te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand. |
| **Other Duties**   * Any other duties as requested by your Manager/Director. |

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| **Position Dimensions** | |
| Financial delegations | * Responsible for all aspects of the bar takings including balancing sales and money received, * Ensuring staffing budget is adhered to * Other delegations from Venue Manager as appropriate |
| HR delegations | * Responsible for staffing of the bar when required, including rostering, training, escalate disciplinary matters to Venue Manager |
| Direct Reports | * Bar staff |
| Key Internal Relationships | * Venues team * Teaching and learning staff * Administration staff * Head of School * Director * Financial team |
| Key External Relationships | * Users/hirers of venues * Audiences and other visitors * Suppliers to venue, including box office software * Regulators e.g. Wellington City Council, MPI |

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| **Person Specifications** | |
| Qualifications and Experience | * Bar Managers Certificate required * First Aid Certificate preferred * Leadership/staff management experience * Money handling experience * Stock/inventory experience * Knowledge of pos systems/software/hardware * Customer service * Working knowledge of hospitality regulations and general bar service * Ability to coordinate and supervise events including live entertainment * Understanding of creative process and working with creative teams * Understanding of financial structures as they relate to budgets, bar management |
| Specialist Knowledge and Skills | As above |
| Personal Attributes | * Strong organisational skills * Negotiation * Details focused * Financial understanding * Precision and speed with money * Problem solving * Keen to learn and try new things, seek better ways of achieving goals * Finds yes/and solutions * Use initiative to troubleshoot problems calmly when under pressure * Self-motivated, able to deal with periods of high demand with quiet stretches * Passion for theatre and arts industry desirable |