



Job Title	Bar & Events Staff
Location	Left Bank Leeds
Contract Type	Casual
Salary	£8.50/hr

WHO WE ARE

Left Bank Leeds is a multidisciplinary arts venue set in an amazing Grade II* listed former church building. Our mission is to create a welcoming and sustainable space that connects the people of Leeds through an accessible programme of arts and events, inspiring growth, connection and wellbeing, and offering a stunning setting for celebrations.

Our eclectic programme includes exhibitions, gigs, markets, festivals, theatre, cinema, talks, an annual LS6 Beer Festival and commercial activities such as weddings and private functions. Left Bank Leeds is a Community Interest Company run by Left Bank Leeds Charitable Trust – Charity no. 1146734

Left Bank is at a crucial stage in its development with exciting plans for the coming years and therefore is looking for an experienced individual to support our commercial bookings of our wide range of events and private functions.

WHO YOU ARE

You will be an enthusiastic, proactive and hardworking individual with a passion for providing exceptional customer service. You will have experience in the hospitality and/or events industry and be flexible and adaptable with the ability to support a variety of different events with different requests and expectations.

YOUR MAIN RESPONSIBILITIES WILL BE

BAR SERVICES

- Representing Left Bank to visitors, clients and suppliers by providing excellent customer service
- Welcoming visitors to Left Bank Leeds
- Hosting arrival drinks, tray service during drinks receptions, serving drinks to the table
- Serving customers hot, cold and alcoholic drinks along with snacks, cake and baked goods
- Adhering to all health and safety, food safety and first aid ensuring any issues that arise are communicated to the Duty Manager
- Contributing to the completion of on shift cleaning and toilet check lists
- Restocking cupboards and fridges adhering to FIFO in all storage areas
- Glass collecting, washing and replenishing
- Following all cash handling guidelines
- Always adhering to all company policies and procedures and licensing laws

EVENT DELIVERY

- Assisting in the setup of weddings and other events
- Moving, lifting, carrying and assembling venue furniture





- Dressing and setting tables to a high standard
- Assisting with packing away furniture, cleaning and closing down the venue

WORKING AT LEFT BANK LEEDS

- Be an active team member who upholds our brand values and behaviours
- Supporting the sustainable development of Left Bank Leeds by working with colleagues to ensure processes are followed to maximise efficiency and help us flourish
- Actively participating in team meetings and training sessions
- Contributing to our mission to create a welcoming and sustainable space that connects the people of Leeds through an accessible programme of arts and events, inspiring growth, connection and wellbeing, and offering a stunning setting for celebrations.
- Taking on any other duties, within reason, as required for the needs of the organisation





PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		Health and safety qualification First aid qualification Food hygiene qualification Personal licence holder
Skills & competencies	Excellent communication skills Customer focused Keen eye for details Ability to follow instructions	
Experience required	Experience of working in a busy bar / hospitality environment	Experience of working with charities Experience of working at formal events / weddings
Personal qualities	Ability to operate well under pressure Helpful and welcoming attitude Flexible Reliable and honest Physically fit	



REWARDING YOU

- £8.50 per hour
- Employee discounts
- Role training provided
- Staff socials

HOW TO APPLY

Please email Esme Lunken at esme@leftbankleeds.org.uk by 8am on Monday 5th August with:

- A covering letter detailing how your experience matches the criteria within the person specification
- Your most recent CV

This role offers an immediate start with evening and weekend work required predominantly on Friday and Saturdays

If you have any questions or would like an informal chat about the role, please contact Esme to arrange a time.

