

Job Description and Person Specification

Job title:	Wedding Support
Directorate:	TBA
Service:	TBA
Team:	TBA
Post number:	TBA
Salary grade:	TBA
Work location:	Shaw House, Church Road, Newbury
Reports to:	Wedding Deputy Manager
Supervises:	N/a

Job Purpose

To support the bar manager and weddings manager in the running of weddings at Shaw House.

Main Duties and Responsibilities

- Supporting smooth running of the bar during events
- Supporting bar set up and all bar stock on day of the wedding prior to wedding start time
- Serving customers with a smile
- Supporting monitoring and maintaining correct stock levels of drinks and glasses during event
- Collecting glasses from around house and grounds and washing through dishwasher and restocking bar with glasses
- Restocking drinks as required and as instructed by bar manager
- Serving behind bar as required
- Helping take down bar and remove stock at the end of an event and tidying up bar area
- Supporting wedding manager in set up of furniture and decorations for weddings, moving furniture and laying tables
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

- Dealing directly with members of the public as guests at events at Shaw House

Person Specification

Qualifications	Essential/ Desirable
GCSE grade C in English, Maths	D

Personal License – Alcohol License	D
Food hygiene certificate	D
Experience	
Experience of working behind a bar	E
Experience of working in heritage building	D
Experience of working with public and providing outstanding customer service	E
Experience of working in events / wedding industry	D
Knowledge and understanding	
Sound knowledge of events industry would be an advantage	D
Knowledge and understanding of how a successful bar is managed	D
Cocktail making	D
Skills and abilities	
Ability to use electronic till and merchant card terminals	E
Ability to communicate effectively with a wide range of people verbally	E
Ability to be able to diffuse tense situation in friendly manner	D
Creative flair with regards to setting up tables	D
Work-related personal qualities	
A friendly and approachable manner with customers	E
Ability to work on own and under pressure	E
Ability to work to tight timescales	E
Strong problem-solving attitude	E
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No
Must be available to work predominately Friday and Saturdays including evenings. Role will be split between a pool of 2/3 wedding support staff. Must be willing to work any of following shifts: <ul style="list-style-type: none"> • Main – 8:30am – 8:00pm • Morning – 8:30am – 2:30pm • Evening – 7:00pm – 1am 	E
Shifts will be alternated and scheduled between the wedding support staff on a rota where you generally have at least 2 months' notice.	
Must be aged 18+	E

