

Job Description

Job Title:	Bar Supervisor
Reports to:	Banqueting Manager
Job Location:	Central London
Start Date:	As soon as possible
Salary	£35,645 per annum (inclusive of service charge & financial award scheme)
Contract Type:	Full time permanent

About BAFTA 195 Piccadilly

After a multi-million pound investment and a comprehensive, future-focused reimagining, we are proud of the new BAFTA 195 Piccadilly - the renowned home of BAFTA, the British Academy of Film and Television Arts. Housed in an historic Grade II Listed building in the heart of London's West End, BAFTA 195 Piccadilly is a truly world-class space, providing innovative state-of-the-art facilities for all member and event needs, whether live, virtual or hybrid.

Now spread across five floors and with an incredible variety of technologically advanced spaces and theatres, BAFTA 195 Piccadilly is a true reflection of BAFTA - a world-leading independent arts charity supporting, developing and promoting the art forms of the moving image.

Job purpose

The Bar Supervisor is responsible for working with the Front of House Management team to ensure there is a bar product and drinks offer befitting BAFTA's 'gold standard', and also ensure all staff deliver a high level of service to our members, clients and guests in all the bars of BAFTA 195 Piccadilly. There are 3 bars in the building (plus a dispense bar), one focused on serving members and their guests and the other two focused on delivering differing styles of events, from cocktail parties to sit down dinners. So a broad knowledge of how to deliver differing drinks experiences to guests is required.

- To have responsibility for the BAFTA 195 Piccadilly bar stocking policy in each of the differing bars
- To create the BAFTA 195 Piccadilly Bar Bible
- To create the BAFTA 195 Piccadilly cocktail lists
- To train the service teams (full-time team members and agency staff) on the delivery of the bars offerings in line with the Bar Bible content and drinks lists
- To ensure all members of the service teams adhere to all aspects of allergen requirements and food safety in relations to drinks and drinks preparation
- To lead the bar teams in the service and delivery of drinks experiences in both the members club and events spaces
- To meet all individual and team sales targets set by and agreed with the Front of House Manager

Key responsibilities and accountabilities

- To work closely with the Front of House Manager on bar stocking policies, par levels and stock ordering
- To create a bar focused Bar Bible and SOP's
- To create and constantly review the back bar offering of each bar, ensuring it reflects BAFTA's 'gold standard'
- To lead the bar teams in both the members club and events spaces
- To control the par stocks of mis-en-place, including ordering of all wet stock
- To create drinks lists and cocktails for all bar spaces and all events requirements
- To have a good knowledge of current drinks trends and regularly implement them into BAFTA 195 Piccadilly
- To ensure all team members serve drinks correctly and in accordance with the SOP's
- To encourage bar upsells to promote sales
- To create offers and promotions relating to drinks sales
- To be fully conversant with the buildings physical and technical offer
- To have a working knowledge of all departments working practices
- To effectively delegate tasks to team members to ensure bars on all levels run efficiently and are always kept up to a high standard
- To ensure all bars, bar areas and stock rooms are always ready for service, clean and presentable

Ideally you will have

- Previous bar experience in a supervisory position within a high-end establishment
- A passion for training
- Extensive knowledge of differing spirit categories
- A good knowledge of wines, Champagnes and grape varieties
- Excellent levels of presentation and communication
- Experience of delivering both small scale and larger scale drinks experiences
- An understanding of stock control and ordering



ABOUT BAFTA

BAFTA is a leading arts charity focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Purpose:

Enrich the cultural landscape. Level the playing field. Be progressive. Inspire and celebrate.

BAFTA's Mission:

We champion practitioners in film, games and television, regardless of background and life experience. We provide community for our members and strive for progressive industry and cultural practices. We recognise exceptional storytelling through our awards.

BAFTA's Vision:

People from all backgrounds will have opportunity to thrive in the screen industries, bringing rich, more diverse stories for us to celebrate.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have in relation to the role.

We actively encourage all applicants to share with us how you might perform best throughout the recruitment process, as such should you wish for us to adjust our process in order for you to shine please get in touch: recruitment@bafta.org.

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