



The Green Estate Community Interest Company

Bartender & Events Staff

(variable hours contract, includes weekend and evening working)



March 2024

Job Information Pack



WELCOME TO THE GREEN ESTATE CIC

Welcome to The Green Estate Community Interest Company. Humanity faces unprecedented social, economic and environmental uncertainty and there are communities with less power, resources and choice to adapt and respond to these challenges.

Over 20 years, The Green Estate has been working hard to grow engaging, adaptive and resilient urban places. We have unlocked the potential of physical and social assets and developed beautiful and sustainable landscapes for the benefit of our local community and beyond. We have worked hard with our partners to develop innovative products and services including our radiant and resilient Pictorial Meadows Seed Mixes and Turf sold across the UK and EU.

Our landscape and facilities are stunning, our team and board are talented, skilled and dedicated and we have fantastic partnerships and wide reaching networks. With the royal seal of approval through the prestigious King's Award for Enterprise in Sustainable Development we are poised and ready to take a bold leap of faith and grow our impact, influence and income.

The Green Estate Community Interest Company



About The Green Estate

The Green Estate is a community interest company with a mission of growing engaging, adaptive, and resilient urban places. It was originally set up in the late 90's as a heritage and environment project to regenerate urban parkland that had become wasteland. It now employs circa 70 people, has 40+ volunteers, manages 42 hectares of parkland, hosts 20 onsite community enterprises and has a £3m+ turnover delivering a range of products and services from hosting weddings in Sheffield to premium Pictorial Meadow turf in Holland.

The Green Estate Strategy on a Page



The Team

Our team is dedicated and competent with a diverse set of skills and backgrounds. People join the team because they want to become part of The Green Estate community and make a positive impact on the world. We are social and we are entrepreneurial.

We have three directorates:

Thriving Organisation: Providing core services, e.g. Finance, Marketing, Risk Management, Caretaking, Administration, Cleaning, HR and Customer Experience

Place Stewardship: Stewarding our place and assets including parks and green open spaces management, provision of a heritage and environmental visitor experience, development of growing communities and delivery of events, hospitality, weddings and corporate experiences.

Commercial Landscape: Developing and delivering innovative resilience landscaping services and products including 'Pictorial Meadow' seeds and turf, specialist soils, green waste recycling and meadows and resilience consultancy (green roofs, sustainable drainage systems, rain gardens etc).

and a future looking programme:

Urban Green Futures: Developing our physical and digital space and network as a centre of excellence for building adaptive and resilient urban places, businesses and communities.



The Job

JOB TITLE: Bartender & Events Staff
(variable hours contract to include weekend and evenings)

RESPONSIBLE TO: Wedding & Venue Coordinator

RESPONSIBLE FOR:

OVERALL PURPOSE OF JOB:

The Green Estate is a community interest company whose purpose is to grow engaging, adaptive and resilient urban places. We are one of only 15 organisations who the King selected for the prestigious King's Award for Enterprise in Sustainable Development.

This is an exciting opportunity for a hardworking and energetic individual with a passion for people, great customer service and all things event based.

As part of our friendly hospitality team, you will support delivery of our weddings, wakes and other events, helping to ensure our visitors have a fantastic experience. With a love of working with people and a confident manner you'll be a crucial member of our events team, providing a high standard of service throughout each event.

Your focus at our Manor Oaks House venue will be ensuring the bar is well stocked, glasses are collected and cleaned, pre-orders delivered on time, cocktails prepared and drinks served. While at Sheffield Manor Lodge you will also have the opportunity to support the delivery of wedding ceremonies and ensuring everything runs to plan.

We require someone with prior bar tending experience. This is a physically demanding role which involves standing for long periods of time, lifting trays of glasses and carrying bottles from the store to the bar. In return we can offer you a friendly and supportive working environment within a unique and diverse organisation. We are a growing business with a professional and focused team who are highly supportive of ongoing training and development. There is a £30 uniform allowance and when shifts finish after 9pm a taxi to an address in Sheffield will be provided. This role is based in our Sheffield site.

You will be part of a unique, ambitious and friendly social enterprise and community. Our headquarters are set in 42 hectares of beautiful heritage landscape in Sheffield and we work across the UK and EU.

MAIN RESPONSIBILITIES

Bar Duties

- Ensure the bar is ready for service before each event and bar related services for each event understood and prepared
- Provide a professional, high standard, friendly and enthusiastic customer service to all guests
- Serve customers and guests politely, promptly, and efficiently
- Ensure age restrictions are rigorously applied
- Provide a clean-as-you-go approach to ensure all surfaces are kept clean and tidy throughout an event
- Ensure glasses are cleaned and shelved, and stock replenished as required
- Contribute to team discussions and be willing to make suggestions for the improved running of the bar
- Clean down of whole bar area at the end of each event ensuring it is left clean, tidy and ready for next use
- Ensure all sales are accurate and money handled as required
- Ensure all breakages and losses are accounted for and reported to your line manager
- To undertake any other duties that are commensurate with the role and grade of the post

Event Duties

- Regularly support delivery of wedding ceremonies including set up and clear down, meet and greet couples, registrars, and guests, and ensure each ceremony runs smoothly and to plan
 - Support delivery of public events on site including event set-up and take down, welcoming visitors, ticket sales and Discovery Centre reception support
 - Ensure all event areas are kept clean, tidy, and safe for our guests to use and promptly report all issues and concerns to your manager
 - Undertake any other duties, as requested by your manager, that are commensurate with the level of the post.
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PERSON SPECIFICATION

ESSENTIAL

- Bar tending experience
- Organised and able to work under pressure
- Able to make accurate financial transactions
- Friendly and warm personality and a genuine love of working with the public
- Experience of providing excellent customer service
- A willingness to learn and get stuck into a range of practical tasks
- Proactive and confident in front of house role
- Punctual and reliable
- Experience of dealing sensitively with a variety of customer interactions
- Able to deal with the physical demands of standing for long periods of time, lifting trays of glasses in and out of the dishwasher and carrying bottles from the store to the bar.

DESIRABLE

- Experience in using electronic till systems
- Experience of stock checks
- Experience working in a busy bar
- Knowledge of mixing drinks

VALUES AND BEHAVIOURS

All staff, regardless of their role, are expected to contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil our vision, mission, and purpose.

JOB SPECIFICATION

SALARY: Payable salary £10.90 per hour based on FTE of £21,255 per annum (from 1st April 2024 this increases to £11.44 per hour based on FTE of £22,308 per annum)

PENSION: We offer entry to the company's stakeholder pension scheme after 3 months into post

WORKING HOURS: To include evenings and weekends, variable hours as and when required to fulfil the needs of the business, to be mutually agreed. Approximate finish times on Friday and Saturday – midnight/1.00am.

LOCATION: Manor Oaks House Venue, 389 Manor Lane, Sheffield, S2 1UL

PROBATIONARY PERIOD: All new employees are required to undertake a period of probation for 6 months, in which they are expected to establish their suitability for the post

ANNUAL LEAVE: 31 days per annum pro rata (this includes all bank holidays)

DBS DISCLOSURE: Not required

EQUAL OPPORTUNITIES: The Green Estate CIC is an equal opportunities employer and selection of applicants is based on merit. Our company policy document is available on demand.

ADDITIONAL BENEFITS IN WORKING FOR THE GREEN ESTATE CIC

The Green Estate CIC provides a beautiful location, free car parking, life assurance policy, company sick pay and annual social events.

The Green Estate Community Interest Company

Company number **04801730**

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Websites: www.greenestate.org www.pictorialmeadows.co.uk

Social Media: [Twitter](#) [Instagram](#) [Linkedin](#)

