



EVENT SERVICE AND BAR TEAM LEADER – up to £17,500.00

Event Service and Bar Team Leader

Role

Coventry Rugby are looking for someone to join our growing Event and Bar Team on a full-time basis, working 40 hours a week. The successful candidate will support our Head of Business Development and Conference and Bar Manager as and when required in the setup, break down and delivery of events.

The role presents a fantastic opportunity to join a sport organisation that is embarking on an exciting period of growth. You will be required to attend all home match days and may be required to work nights and weekends. The successful candidate must be driven, a great relationship builder and have a track record in the delivery of events and bar experience.

Key responsibilities

- Act as an Event Service Leader for functions and be available to guests especially during set-up, coffee breaks and meal breaks.
- Meets and liaises with the Head of Business Development and Bar Manager before the event to go through the final details and special requests. Maintain constant communication with these Managers to ensure a smooth operation.
- To assist in the operations during busy periods.
- To establish and ensure that the bar stocks for all operating equipment and supplies are strictly adhered to and that the outlet is adequately equipped.
- To conduct monthly inventory checks on all operating equipment and supplies.
- Follow all checklists for the relevant event type
- Set up and break down of function rooms as required by Event Orders
- Arranging collection and delivery of linen for functions
- Open and lock up the building as and when required
- Perform Kitchen Steward duties as and when required for functions
- To ensure the bars and event areas are prepared for service and stocked with liquor and glassware at all times, and any other items required.
- To dispense and serve drinks, food and sundries and receive moneys paid in exchange for goods sold.
- To ensure that all bars, bar areas, function room and kitchens areas are cleaned up after service hours in readiness for the next session.

Person we are looking for

- Passionate about delivering exceptional customer experiences
- Ability to thrive in a fast-paced, hard working environment
- Excellent relationship builder
- Enjoys a flexible work week – successful candidate will be required to work match days and some evenings/weekends
- Valid UK driving license

Closing date for applications is Friday 13th September with interviews on Tuesday 24th September.