

The Roundhouse Inn

Bridge Of Tilt | Perthshire | PH18 5SU
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Job Description for Flexi Team Members

The Company

The Roundhouse Inn is a newly refurbished and extended pub in Bridge Of Tilt – the first pub in the first village in the Cairngorms National Park boundary. We have completely transformed the former old, run down, highland pub and made it a spacious and diverse space. It is our aim to become a hub for the community, not just through the sales of alcohol and food, but in providing space for functions and events, community projects and offering well paid, secure employment.

Job Summary

Flexi Team Members will fill in staffing gaps as and where required and available. Flexi Team members are guaranteed at least five hours of work per week*; in summer, during holidays or during events we will be able to offer many more hours. Unlike Primary Team members, Flexi Team members will be trained initially in one area of the organisation to begin with – either kitchen or bar.

Responsibilities and Duties

When working the bar

- At the start of each day, ensure all areas of the pub, indoors and out (including gardens and access paths) are clean and tidy
- At the start of each day, ensure fires have been cleared of ash from the night before and stored safely and securely in the lidded metal ash bins. Reset the fires and relight if required as per training.
- At the start of each day, check the toilets have been adequately cleaned and are fully stocked.
- At the start of each day, ensure all bins (indoors and out) are no more than two thirds full. If they are, replace them and place the waste in the appropriate area as per training.
- At the start of each shift, check over all equipment to ensure it is in good working order
- Perform any cleaning of machines either when prompted or as per duty sheets
- Ensure proper stock rotation is being adhered to (new to the back, old to the front)
- Greet and serve customers with an approachable and aimable manner
- Explain our table, App and QR systems or take orders at whichever terminal you are working.
- Prepare drinks as you have been shown
- Request photographic identification of anyone who looks to be under 25 years old
- Serve food should team members in the kitchen be too busy to do so
- Clear tables of empty glasses, cups, plates etc and take to washing stations
- Wash glasses in under bar glass washer
- Assist management with any reasonable tasks asked of you, such as, but not limited to, rearranging tables and chairs, carrying in stock deliveries, spot cleaning spillages, clearing broken glass/crockery, setting up for functions etc
- Perform a check of the toilets either when asked or as per duty sheet and clean where necessary and replenish any toilet roll, handwash, sanitary bags as required
- End each shift with a check of machinery and stock.
- Liaise with staff coming on shift to inform them of which tables are waiting for service or waiting to settle bills.
- Complete the end of shift 'clock off notes'.

When working the kitchen

- At the start of each day, ensure all equipment, machinery, utensils, cutlery and crockery is clean and ready for use
- Check dates on all foods and bin any that have expired, completing the relevant sheet to aid stock take and sales reports
- Ensure proper stock rotation is being adhered to (new to the back, old to the front)
- Prepare food as per training
- Keep a clean and tidy kitchen as per training
- Immediately clean spillages as per training
- Serve food in quieter times to keep bar staff free to perform their duties
- Maintain a professional disposition throughout your shift always remembering customers can see into the kitchen
- At the start of each shift, ensure all equipment and work surfaces are clean and tidy
- At the start of each shift, ensure adequate stock is available to you and replenish as necessary
- At the end of each shift, ensure the kitchen is left in a clean and fit state for the following staff
- Liaise with staff coming on shift to inform them which orders are to be completed, orders yet to be started, any menu items that are not in stock etc
- End each day with a full clean of the kitchen and equipment as per your training
- End each day with a check of stock and make note of anything that requires reordering
- End each day by binning any spoiled foods and completing the relevant sheet to aid stock take and sales reports

Qualifications and Skills

We do not require you to have any formal qualifications or experience for this role.

- We do require enthusiastic individuals who can work as part of a team and have a willingness to continually develop their knowledge and skillset.
- A pleasant demeanour and ability to cope in stressful situations is essential – when our little village gets busy it gets BUSY.
- Flexi Team members should be able to communicate with customers with ease.

Pay

Starting hourly rate for Flexi Team members will be £12.60 per hour for a guaranteed 6 hours per week*

*subject to acceptance of offered hours

Pay reviews will occur each year and will always be above the Real Living Wage.

Flexi team members will be the first to be offered Part or Full Time positions when they become available.

As our business grows, we want our team members to grow with us. As we branch out to events, we will offer opportunities for staff to learn and earn extra in organising such events.

Benefits

- A free meal on shift, if the shift lasts more than 6 hours
- Off shift discounts of 15% for each Flexi Team member and 1 other person (cannot include alcoholic drinks as per Scottish law)
- 50% off membership or individual session at The Steadings (swimming pool, steam room, sauna, jacuzzi & gym)

Job descriptions are subject to review and are open to change in line with regulations or guidance issued by government.