

The Roundhouse Inn

Bridge Of Tilt | Perthshire | PH18 5SU
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Job Description for Primary 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

Primary Team members will be the backbone of the entire operation, being trained in all main areas of the organisation over a week long training programme prior to opening. The role offers a widely varied working environment where many skills will be accrued. Every Primary Team member will start at the same level and the first opportunities for promotion will come within the first six months. We want the people who show commitment and skill in our supervisory and managerial roles so lack of experience elsewhere in the industry is no barrier at The Roundhouse Inn. Being in a predominantly tourist area, many businesses such as ours tend to close in winter, threatening job security. We won't be doing that. We will utilise the quieter winter months to enhance training. From WSET courses, fire safety, first aid and mental health first aid to name a few, your skillset and knowledge base will grow along with our business.

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 day, switch on and check game equipment in the games room. Report any issues to management or call the relevant company to fix (details in Games Room Log Book)
- 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
- Restock any items in the bar that have not been replenished.
- 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
- Switch on machinery and equipment in line with your training
- Check dates on all foods and bin any that have expired, completing the relevant sheet to aid stock take and sales reports
- Take any deliveries and perform necessary checks as per training (dates, temperatures etc)
- 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.
- Primary Team members should be able to communicate with customers with ease.

Pay

Starting hourly rate for all employees will be £12.60 per hour.

Full Time employees will ideally be expected to work 35-40 hours per week, with overtime options

Part Time employees will ideally be expected to work 15-20 hours per week, with overtime options

Within the first six months, we will offer promotion to at least two Primary Team members to at least supervisory level, benefitting an extra £0.50p per hour above Primary Team member hourly rate. Promotion to Assistant Manager will benefit an extra £1.50 per hour above Primary Team member hourly rate. Promotion to Manager will benefit an extra £2.50 per hour above Primary Team member hourly rate.

Pay reviews will occur each year and we aim to always be at or above the Real Living Wage.

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, where the shift lasts for more than six hours, or the option to take your free meal home at the end of your shift
- Off shift discounts of 25% for each team member and 1 other person
- Free membership to The Steadings (swimming pool, steam room, sauna, jacuzzi & gym)
- Never work on your birthday (or swap for another significant date)
- Guaranteed one weekend off per month (when adequate staffing numbers allow)

Contractual Obligations

Whilst all applicants will be furnished with a staff contract prior to interview, we feel it best to highlight the following conditions from the beginning for the avoidance of doubt.

1. Prior to our official training, we will require team members to obtain a Level 3 Food Hygiene certificate. This can be done online on a PC, Laptop, Tablet or Smartphone. This course is online, can be done over a period of time and is prepaid by us. Upon receipt of your certificate, you will be reimbursed £100 for your time (course and exam take a maximum of 10 hours). Details on how to access the course will be sent to successful applicants and must be completed by May 2nd to ensure certificates can be received in the post in time for training to commence.
2. As we will be heavily investing in building training and qualifications, team members who resign after training will be expected to pay for training costs, a descending scale for which can be found in the contract of employment.

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