



The
GRINDSTONE
Comedy Theatre + Bistro

JOB DESCRIPTION

BAR MANAGER | **POSTING CLOSES SEPT. 13, 2024**

JOB TITLE AND OVERVIEW

Grindstone Theatre Society is seeking a Bar Manager to join our team! This position is responsible for overseeing the operations of The Grindstone Bistro, patio, bistro and bar, and may be involved in supporting some exterior pop-up food and beverage service for outdoor events. The ideal candidate is a motivated, organized and creative individual with experience in customer service, bartending and leadership or management positions.

MISSION

Grindstone Theatre Society is committed to creating professional opportunities for local emerging performing artists. We believe that Edmonton has an overflow of talent that deserves to be nurtured and showcased. We serve to advance a diverse community of arts and culture through theatre, comedy, music and art.

ABOUT US

Grindstone Theatre Society is a non-profit organization dedicated to advancing arts and culture. Founded in 2011 Grindstone Theatre has become a cornerstone of the Improv, Theatre, Comedy and Music scene in Edmonton. With multiple performance venues including the Grindstone Comedy Theatre, The Orange Hub Theatres, and our Fringe "Bring Your Own Venues," we offer a diverse range of venues and programming to engage audiences and support local and national artists, arts producers

and community groups.

ESSENTIAL JOB FUNCTIONS

- Food and beverage service
- Developing our on-going cocktail, beer, wine and food programs (in partnership with the kitchen manager).
- Opening and closing duties including cash counting and deposits
- Managing a small team of servers/bartenders to ensure that high quality food and beverage products are being delivered and excellent customer service is maintained at all times.
- Office duties include scheduling staff (7Shifts), and working with our suppliers to order food and liquor, sales and cost reports, and deposits.
- Liquor count and orders on Sundays
- Weekly food and liquor pick-ups as necessary.
- Attending Grindstone Management Meetings
- Hosting staff meetings with the Bistro team.
- Develop and refine strategies for achieving the organization's growth targets.
- Report directly to the General Manager and Artistic Director.
- Plan and organize the liquor and food service for special events such as corporate rentals.
- Engage in hiring and staff training of service staff with support of the General Manager.
- Building management - keeping the space maintained.
- Box office operation and organization (all servers at The Grindstone must operate our Showpass ticketing system and sell tickets to guests)
- Creating and updating reference documents for staff (open and close, cocktails, kitchen directions, weekly cleaning duties, etc)
- Keeping the bistro office organized and clean
- Work with the kitchen manager to market The Grindstone food and drink menu and increase customers in the bistro.
- Graphic Updates to the Menu for printing, update on the website
- Budgeting for the department, and updating profit/loss for presentation to the Board of Directors.
- Preparing deposits from daily cash outs
- Refilling till with float
- Preparing monthly tipouts for kitchen, front of house/security, and management.

QUALIFICATIONS AND EXPERIENCE

- 2 or more years of Restaurant experience

- Strong interpersonal and customer relations skills. Ability to create and sustain positive working relationships.
- AGLC Pro-Serve and Pro-Tect
- Demonstrated attention to detail with the ability to manage competing priorities at work.
- Self-directed with the ability to take initiative.
- Proven leadership abilities or experiencing managing others.
- Cocktail training and/or passion.
- Drivers license

COMPENSATION AND START DATE

- This position will start at \$18/hour plus tip-out and tips, effective immediately, and will be subject to a 3 month probationary period.
- Start Date: Immediately

WORKING CONDITIONS

Working Conditions	Details
Hours of work	Full Time Hours, must be available late nights and weekends
Benefits	Health Benefits available after 3 months of employment.
Work environment	<ul style="list-style-type: none"> ● The role is based at Grindstone Comedy Theatre and Bistro and requires working during evenings, weekends, and holidays to accommodate performance schedules. ● The position involves working off-site for events and festivals.
Travel requirements	Located in Edmonton, Alberta; Driver's Licence required, access to a vehicle will be considered an asset.

EQUAL OPPORTUNITY EMPLOYER

- Grindstone Theatre Society is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We believe that diversity in our workforce enhances creativity, drives innovation, and strengthens our community. We welcome applications from individuals of all backgrounds, regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other characteristic protected by law.
- We are dedicated to ensuring that our hiring practices and workplace policies are inclusive and equitable. All employment decisions at Orange Hub Theatres are made based on merit,

qualifications, and organizational needs. We do not tolerate discrimination or harassment of any kind and are committed to providing a respectful and supportive environment for all employees.

- We encourage all qualified candidates to apply and look forward to considering your application.

HOW TO APPLY

- Please submit your resume and cover letter outlining your relevant experience and qualifications to **jmartin@grindstonetheatre.ca** with the subject line "Bar Manager - [Your Name]". Please no Phone Calls.