

ALMEIDA THEATRE

Background information

The Almeida Theatre is a dynamic, high profile 325 seat theatre in the heart of Islington, North London. The café is light and airy in the daytime, ideally situated just off Upper Street with Newspapers and Wi-Fi available. In the evening it becomes a lively bar for the public, audiences and actors alike. From pre-theatre eating to post-show grazing, the Almeida Café & Bar offers simple, quality dishes freshly prepared in our kitchen, good wines, great coffee, innovative cocktails and a warm welcome.

We believe in small-scale, simple, sustainable. Our bread is baked across the road, our beer is brewed up the road, even our gin is distilled in North London, and we cook everything fresh in our small kitchen.

Job Description: **Casual Café Staff**

Reports to: **Duty Bar Manager**

Job Purpose: This is a multi-skilled role where you will work shifts on the bar and also be trained to heat, plate and serve from our café kitchen in the evening. This is a great opportunity for someone who enjoys working with food or would like to learn more about it, who has great customer service skills and who is organized and hard-working.

Key Responsibilities – on Bar Shifts:

- Preparing the bar for service
- Serving customers including taking food orders, taking orders for interval drinks
- Using the till and other systems to ensure the correct recording of sales and stock
- Providing information to customers on the menu and other aspects of the theatre
- Providing a consistent level of service to a wide range of customers
- Working with all other theatre staff to ensure customers receive quality service throughout their visit
- Maintaining clean working areas
- Restocking, clearing and cleaning all areas of the bar
- Working special event evenings
- Adhering to the Company's Health and Safety Policy

Key Responsibilities – on Kitchen Shifts:

- Preparing the kitchen for evening service
- Preparing simple items for evening service
- Making Sandwiches
- Receiving food orders from the bar staff, preparing and taking to customers
- Clearing tables
- Washing up
- Keeping the kitchen clean, including cleaning down at the end of the shift and adhering to a kitchen cleaning rota
- Assisting on the bar where necessary and ensuring a high level of customer service at all times
- Using the till and other systems to ensure the correct recording of sales and stock
- Adhering to the Company's Health and Safety Policy

Person Specification

Essential

- Proven ability to provide a high level of customer service and efficiency during periods of intensity
- Experience of, and confidence in working with food
- Proven ability to work in your own area, managing your own space & systems
- Proven ability to follow instructions
- High standards of hygiene and the ability to maintain a clean and organised working area
- Proven ability to work closely with a small team
- Proven ability to work with a wide variety of customers
- Good spoken English
- A friendly, hardworking, and flexible approach to customer service and all aspects of kitchen & bar work
- Availability to work evenings and weekends

Desirable

- Interest in working in an arts environment
- Previous café, bar, or restaurant experience
- Food Hygiene Certificate

Equality, Diversity and Inclusion

Take a lead on championing the Almeida's commitment to equality and diversity. We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Equality Policy. It is monitored through our Annual Equality Action Plan.

Environmental Sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our Annual Action Plan.

Summary of conditions of employment

The post is a zero hours contract.

- Reports to: Bar Manager
- Hourly rate: £13.15
- Hours: Zero hours per week, with a view to fixed shifts. You will receive the weekly rota at least 24 hours in advance of any shift. There are no hours to work during production weeks and the dark period (when maintenance work is carried out).
- Holiday: You are entitled to paid holiday at a rate of 4 weeks a year which will be paid pro-rata at a rate of 10.8% of your weekly pay
- Meal Breaks: as per the TMA/BECTU agreement
- Overtime: applicable on Sundays, Bank Holidays or after midnight
- This position is based at the Almeida Theatre, Almeida Street, London, N1 1TA
- Probation: The position is subject to a one-month probationary period
- Uniform: The Almeida Theatre provides an Almeida apron and a t-shirt. Smart/casual black clothes and dark shoes (no open-toed shoes) to be provided by the employee.
- Other benefits – theatre ticket subsidy scheme, staff discount in the Almeida bar and other local amenities
- If a shift for a special event extends beyond midnight, transport home will be provided at the Bar Manager's discretion.

Interviews & Start Date:

We ask you to be available for interviews between Thursday 27th, Friday 28th March and Monday 31st March with a view to starting the week commencing 7th April 2025.

Applications

Please complete a Café Staff Application Form by 10AM, Wednesday 19th March 2025 when the applications close. Link to Application Form is found on our website – [Working at The Almeida](#).

If this way of applying is not suitable for you, please contact us at: recruitment@almeida.co.uk