



arts depot

**Application Pack
Bar and Café Assistant**



Introduction

Thank you for your interest in Bar and Café Assistant role at artsdepot. Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027, and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The Programme and Participation Department plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 397-seat main theatre, 151 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 269,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



Our Values

- Inclusive – Our work is inclusive. Everyone can access our performances and activities, and we reflect our wider community in what we do.
- Creative – We believe in creativity. We respond in creative ways and provide the setting for everyone to be creative on their own terms.
- Collaborative – We work collaboratively. Our programme and organisation is better when we work with others to make up more than the sum of our parts.
- Respectful – Our work is underpinned by respect. We work in a way that respects other voices and views and expects the same from others.



This opportunity

The role will be to deliver a high-quality bar and café service to artsdepot's customers and will report to the Café Supervisor.

The ideal candidate will be a reliable and proactive individual with a 'can-do' attitude and an excellent eye for detail.

You should have excellent customer service skills, impeccable hygiene and health & safety awareness, and experience of working within a catering or bar team in a diverse and busy retail catering/bar environment.

Working at artsdepot

The role will be based in the café and kitchen on the 2nd floor of the artsdepot building with some work at the bar on the 3rd floor. It is a shared space and has step free access. artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets and lifts to all levels.

The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are 10 disabled parking bays in the Aldi carpark below artsdepot, connected to the venue through a lift. Because of our programme and a resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome.



How to Apply

Please make sure you have read fully the Job Description (including person specification) within this pack and the accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV) and our equal opportunities monitoring form.

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; you can demonstrate your suitability through workplace, voluntary work or alternative experience.

Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether or not you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to **recruitment@artsdepot.co.uk**. You are welcome to submit your application in a different format if you would prefer (video, audio recording), please email it to **recruitment@artsdepot.co.uk**.

Applications will close at **10am on Sunday 3 May 2026**.

Successful shortlisted applicants will be invited for interviews following the application deadline at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like support with access requirements, please contact Zoe by email at **recruitment@artsdepot.co.uk** or call 020 8369 5454.

The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

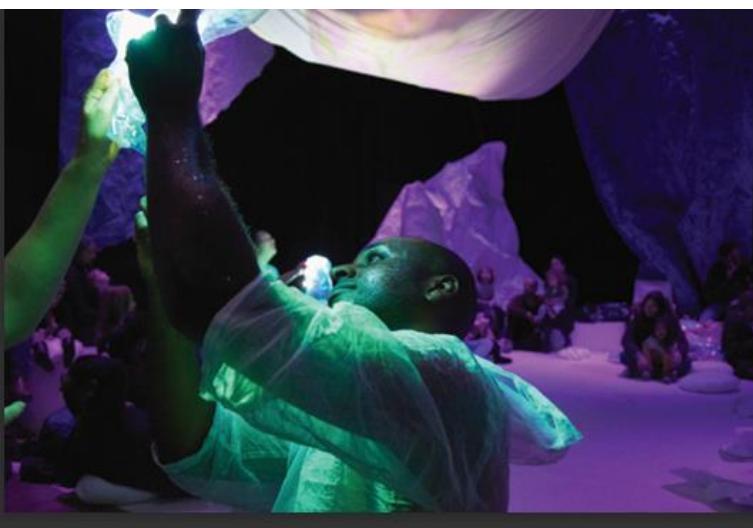
All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your application. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.



Job Description Bar and Café Assistant

Purpose of role:

The role will be to deliver a high-quality bar and café service to artsdepot's customers and will report to the Café Supervisor.

The ideal candidate will be a reliable and proactive individual with a 'can-do' attitude and an excellent eye for detail. You should have excellent customer service skills, impeccable hygiene and health & safety awareness, and experience of working within a catering or bar team in a diverse and busy retail catering/bar environment.

The café/bar team is responsible for the day-to-day operation of artsdepot's café, bar and event catering service. Our customers include audiences for shows and events, visitors to artsdepot and onsite students.

Reports to: Café Supervisor

Principal Responsibilities:

- To deliver an efficient service to our bar, cafe and events customers.
- To serve customers with food, drinks, alcoholic beverages and other products.
- To operate tills, cash and card processes accurately.
- To ensure café and bar foyers are welcoming, presentable and safe.
- To operate health and hygiene processes well, including cleaning duties.
- To open and close the café, bar and other catering facilities as required.
- To support initiatives to increase revenues in our bar and catering services.
- To develop and maintain a good knowledge of the products on offer and to advise customers on their choices
- To operate relevant procedures for catering, cash handling, customer service and health and safety.
- To ensure that alcohol is sold according to the Licensing Act 2003
- To undertake other duties as reasonably required.

Personal Specification

Essential:

- Previous bar and catering experience, including café/bar and cash handling experience.
- Proven experience of serving and dealing with customers with a professional friendly and welcoming approach.
- Impeccable hygiene standards.
- A commercial attitude towards service delivery.
- Ability to take instruction and use own initiative when working independently.
- Ability to prioritise and work under pressure with good time management.
- Ability to analyse situations and solve problems.
- Energetic, creative and enthusiastic team player.
- Good standard of literacy, numeracy and comprehension.

Desirable:

- Experience of leading a team.
- Understanding of working within an arts organisation.
- A knowledge of Licensing and Health and Safety Legislation, or successful completion of the relevant training within an agreed timescale.
- Holder of a Level 3 in Food Hygiene, or equivalent qualification, or successful completion of the relevant training within an agreed timescale at artsdepot's expense.
- Passionate about live performance and the arts in general.



Conditions of Service

- Salary is £27,300 per annum.
- This role involves working on a 7-day rota with mostly evenings and weekends.
- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.
- You will be able to take 25 days annual leave (pro rata) excluding statutory public holidays.
- You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.
- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined. Detailed terms and conditions will be outlined in the Employee Handbook.

Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, Bromance by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**