



## **JOB DESCRIPTION**

**Job Title:** Assistant Manager

**Hours:** up to 44 hours per week, including weekend work

**Location:** Alfred, Leeds, LS6 4HY.

**Reporting to:** General Manager

**Salary:** From £21,900, pro-rata, dependent on experience

**Updated:** August 2021

**We're looking for an enthusiastic and experienced Assistant Manager to join our team at Alfred- you'll need to have excellent communication and organisational skills, a love for great customer service and beer to boot!**

**Alfred is a cosy neighbourhood bar situated in Meanwood, 10 minutes walk from Meanwood park, run by a small, friendly team of staff.**

**North offers a wide variety of staff benefits including 33 days holiday for management, a week of life leave separate from regular annual leave, a generous pension scheme, 2 weeks paid sick leave, an active staff Wellbeing Team to help support every member of North and a Health Cash Plan where you can claim for multiple health costs such as prescriptions, medical treatment etc...**

**Below is an outline of the tasks associated with this role, it is a non-exhaustive list:**

**Your day to day duties will vary, with various amounts of 'firefighting', this list is inclusive of but not limited to:**

- **Assisting the Manager in recruiting, training and managing staff**
- **Liaising with customers (including serving food and drink);**
- **Attending regular meetings to update and motivate staff**
- **Ensuring that high standards of customer service are maintained at all times;**
- **Stock management and occasional product ordering**
- **Responding positively to customer enquiries in every format (email, telephone etc), and building up a database of customers**
- **Running promotion campaigns to market new products, events and services**
- **Identifying opportunities and areas to improve and develop the services and facilities the venues have to offer**



- Meeting revenue targets agreed with the directors for the venue
- Liaising with managers and staff at all of our venues as appropriate to ensure smooth operation.

#### **ESSENTIAL:**

- Excellent communication skills, spoken, written and verbal
- Management skills and experience
- Highly organised and effective time management
- Leader and motivator
- Happy, sociable with a natural tendency towards being hospitable/attentive
- Experience in sales
- Working knowledge of using social media platforms
- Broad beer knowledge
- A desire to learn and share knowledge
- Computer literate including at least a basic working knowledge of Microsoft Word & Excel

#### **DESIRABLE:**

- Licensee/personal license holder
- Broad spirits and wine knowledge
- Barista skills
- An understanding of GP, management accounts/P&Ls, stock, etc
- Health & Safety knowledge
- Foody hygiene certification
- Basic working knowledge of Wordpress
- Hold clean UK driving license

#### **What we can offer you beyond a salary**

- 33 days annual leave (including 8 bank holidays)
- Compassionate leave separate from your annual leave allocation
- 1 week 'life leave' – this is in addition to your annual leave and covers events that you might usually eat into your allowance for e.g. moving house
- 2 weeks company sick pay
- Access to our Wellbeing Team
- Generous parental leave
- Staff discount on drinks and sustainably sourced merchandise
- Access to the staff Health Cash Plan. This allows staff to claim money towards prescriptions, dental care, contact lenses etc.
- Cycle Scheme and Tech Scheme
- Training and development opportunities



- **An opportunity to work in a friendly, ambitious team at one of the UK's leading, and fastest growing, Independent Craft Brewers.**
- **The opportunity to learn about a variety of duties in a small and inclusive company. We get stuck in!**
- **Job security - as we continue to grow our brewery operation, we get busier and busier.**