

Deputy Manager - Café Bar

Overview

Celebrating our 80th anniversary in 2023, the Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar; and our four digital streaming platforms, IFI@Home, IFI Player, IFI@Schools and IFI International. The IFI has developed strategic objectives around three core activities:

- **EXHIBIT** Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- **PRESERVE** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

Key Job Purpose:

Supporting the Venue and Café Bar Manager and the Assistant Café Bar Managers, the Deputy Manager – Café Bar will be responsible for managing the Café Bar team and ensuring that customers enjoy a high quality experience at the IFI Café Bar.

Key responsibilities:

- Ensure that all dining (and associated) areas are attractive, clean and welcoming and that customers experience a warm and welcoming atmosphere and excellent service
- Adhere to licensing regulations
- Responsible for the recruitment and management of staff
- Implement IFI HR policies and procedures, performance appraisals and one to ones
- Produce and manage staff rosters
- Foster a positive work environment
- Oversee that sales are maximised and all upselling opportunities are utilised
- Ensure customer complaints are responded to in a courteous and efficient manner
- Assist the Venue & Café Bar Manager to monitor and maximise margins, via stock, portion and wastage control
- Review and implement procedures and systems to ensure that the food and beverage function is being run at its most efficient level
- Ensure all HACCP standards are being met, and assist with any HSE/HMS inspections and/or recommendations
- Ensure a high standard of communication with staff ensuring they are sufficiently acquainted with the menu, special deals and all IFI offers and are communicating these to customers as appropriate
- Contribute toward the creation of Standard Operating Procedures.
- Ensure that the operation is supervised at all times
- Achieving (and working towards exceeding) sales targets

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- Develop initiatives to drive sales and revenue, exploring ways to maximise existing custom, whilst simultaneously attracting new customers
- Assist the Venue & Café Bar Manager to negotiate best price and terms with suppliers whilst maintaining quality product and to monitor and review financial trends for all products and proactively respond to those trends, using the IFI sales system.
- Ensure that all reports are completed in a timely manner
- Support the Venue & Café Bar Manager to agree key actions and initiatives, and any significant staff instructions and to manage the payroll and other budgets

Key requirements

- Previous Food and Beverage experience in a senior position
- Previous people management experience. Strong people management skills and the ability to build, lead and motivate the IFI Café Bar team and foster a positive culture and environment.
- Customer oriented and approachable personality
- A positive attitude and exemplary team skills.
- A natural capacity to facilitate productive relationships with suppliers, staff, the wider management team at IFI etc.
- A track record of working to budgets.
- An effective communicator and problem solver
- Ability to work well under pressure

If you are interested in the role please email a cover letter outlining your suitability for and interest in this position, supported by your CV to jobs@irishfilm.ie

The closing date for applications is Wednesday, 23rd November at 5pm.

Position details

Contract: 2 year fixed term contract

Shift: Full-time; 5 shifts per week. Mixture of evening/day shifts and weekend/non-weekend days

Salary: €30,000 per annum

The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community