



LEEDS PLAY HOUSE

FOOD & BEVERAGE TEAM MEMBER (CASUAL)

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHERSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.



THE ROLE

Working alongside other Front of House teams, the Food & Beverage Team play a pivotal role in delivering the Leeds Playhouse Experience. The team welcomes audiences and visitors, offering a high-quality catering service delivered at an optimum speed. The team efficiently operates the Playhouse Kitchen, Bars and Front Room Café, proactively maximising sales in a time and service responsive environment.

The role of the Food & Beverage Team Member is to provide service to customers in each of the current areas of the Bar, Kitchen, Coffee Shop and Conference & Events delivery whilst on duty.

Food & Beverage Team Members report to the Food & Beverage Manager, and the Food & Beverage Assistant Manager in their absence.

We are searching for some new team members to join us on a casual basis. We have flexible shift patterns available, from daytime work in our coffee shop, to evening shifts on one of our two bars, plus shifts throughout the day helping to prepare both hot and cold food in the kitchen. We usually operate Monday – Saturday, with the occasional Sunday shift.

Great service and great quality products will be the cornerstone of your daily working life, working with the team to achieve consistent results and deliver a quality service.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

SERVICE

- Deliver timely, efficient service across our outlets, ensuring queues remain at a minimum and customers are given the opportunity to engage with all aspects our Food & Beverage offer from barista coffees through to drinks and hot meals.
- Maintaining the presentation of the public areas and communal staff areas, ensuring the highest standards are maintained at all times throughout the day.
- Ensure customers feel welcome at all times.
- Deal with customer complaints confidently, effectively and appropriately, raising these with the supervisor or management as appropriate.

PREPARATION

- Take part in pre-service briefing sessions ensuring you have all information required to undertake your duties.
- Restock the outlets when the opportunity arises, ensuring a full range of products are always available.
- Preparing both hot and cold food in the Playhouse Kitchen.
- Washing up after service in the Playhouse Kitchen and wiping down customer tables throughout opening times.

FINANCIAL

- Adhere to robust cash management systems and till use instructions.
- Ensuring you handle all cash and stock as per the Playhouse guidelines.

LEGISLATION

- To report maintenance faults directly to your supervisor.

- Report all Health & Safety or Food Hygiene concerns to your supervisor.

GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Food & Beverage team in particular and the Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

PERSON SPECIFICATION

If you do not demonstrate that you meet all these criteria, you may not be shortlisted:

- **Communication skills:** Able to communicate clearly and confidently with a wide range of people (e.g. customers, colleagues, managers) in a polite and respectful manner.
- **Customer service experience:** Demonstrates the ability to deliver friendly, helpful, and professional service to customers.
- **Numeracy and accuracy:** Can handle cash and card transactions accurately and follow correct procedures.
- **Proactive approach:** Takes initiative to complete tasks without constant supervision and responds positively to requests or changes in priorities.
- **Resilience under pressure:** Can stay calm and effective when dealing with busy periods, complaints, or unexpected situations.
- **Teamwork:** Works cooperatively with others, contributing to a positive and supportive team environment
- **Prioritisation:** Can manage tasks during busy periods, ensuring customer needs are met first.
- **Commitment to values:** Demonstrates honesty, inclusivity, and respect, and is supportive of Leeds Playhouse's Anti-Racism work and organisational values. A confident communicator, able to deal with a wide variety of people and situations.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a casual contract and hours will vary.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK

PAY

£12.21 per hour on a casual basis.

HOURS

Casual terms. Hours will vary. Early mornings, evenings and weekends, including occasional Sundays and some unsocial hours.

HOLIDAY

Holidays are paid throughout the year based on the number of hours worked.

NOTICE PERIOD

As this role opportunity is for casual work, there is no obligation on Leeds Playhouse to provide you with work. We aren't promising or guaranteeing a minimum level of work to you. You will work on a flexible, "as required" basis. We reserve the right to end an assignment at any time. If we need to cancel the assignment we will notify you as soon as reasonably practicable

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution, if eligible.

BENEFITS

- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

HOW TO APPLY

**TO FIND OUT MORE,
PLEASE CONTACT LIZ
ESCRIPT, FOOD &
BEVERAGE MANAGER, AT
[liz.escritt@leedsplayhouse
.org.uk](mailto:liz.escritt@leedsplayhouse.org.uk).**

PHOTOGRAPHY CREDITS

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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Applications are kept for a maximum of 12 months, unless you let us know that you'd like your information to be deleted. You can do this anytime by contacting recruitment@leedsplayhouse.org.uk

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page listing. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

Playhouse Square,
Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700