

## **Store Person – Theatre Royal Sydney**

As part of the Bar and Beverage team, the **Store Person** will contribute to the success of Theatre Royal Sydney supporting the Bar team to provide consistent, memorable and world class experiences to all stakeholders.

Working behind the scenes, the successful candidate will play a supportive role in setting our retail service areas up to provide a world class hospitality experience. The emphasis for skills in this role will include excellent organisation, attention to detail and willingness to perform at times physical tasks.

This role will be employed on a casual basis and requires flexible availability, dependent on each production's requirements and performance schedule. This includes mornings and weekends where required.

To submit your application please email your resume to [trsrecruitment@trafalgarentertainment.com.au](mailto:trsrecruitment@trafalgarentertainment.com.au) with the Subject Line pertaining to your position application '[Store Person]'.

Due to the high volume of applicants only successful applicants will be contacted for interviews.

These roles will commence employment as soon as practicable.

### **Person Specification**

The Bar & Beverage team is vital to the smooth running of the venue's Front of House operation. It requires individuals who are highly motivated and strive to provide excellent internal and external customer service.

The Store Person must have a great eye for detail so that the venue and team maintain a high level of appearance. The ability to keep accurate records is required to ensure stock levels are correct.

The Store Person must be flexible and able to problem solve quickly, responding to the demands of an exciting venue, where unforeseen challenges have the potential to arise. This position requires pro-activity, and a willingness to seek solutions to any issues as they arise.

The Store Person must remain calm under pressure, vigilant and understand the venue's health and safety procedures to ensure the safety of all their colleagues and patrons.

Crucially, the Store Person will consistently demonstrate a desire to learn new skills and to develop themselves professionally, to ensure that they make an ongoing contribution to the team

**Applications are open to those with full working rights in Australia. Theatre Royal Sydney is an Equal Employment Opportunity Employer.**

**POSITION: Store Person****REPORTING TO:** Bar and Beverage Manager**Job Function**

The Store Person is a part of the Bar and Beverage team at Theatre Royal Sydney. The purpose of the role is to primarily provide back of house support to the Bar team to ensure smooth operations during service. This integral position requires reliable, adaptable individuals who are naturally organised and will contribute to an excellent team in a safe and secure environment. A good level of physical fitness is also required to be successful in this role.

**Role Responsibilities**

- Restock fridges and cool room to ensure correct levels of stock are available to Bar staff and are presented in a professional manner
- Maintain and organize all storage areas for retail goods.
- To count stock and investigate any discrepancies with the Bar Supervisors and Bar and Beverage Manager regularly and systematically
- To undertake an effective stock rotation to ensure products are sold prior to their expiry date to minimise wastage
- Assist management with the ordering and stock levels of our retail items such as snack and alcoholic beverages.
- Able to complete data entry as required
- Manage the receiving of any deliveries within the loading dock including loading and unloading goods
- To ensure all point of sale and stock reconciliation procedures are strictly adhered to
- To work effectively as a team
- To help drive sales, understand, and contribute to targets by gaining product knowledge and understanding market trends
- To represent the theatre with professionalism and enthusiasm, actively promoting the company vision and values of the venue, Theatre Royal Sydney and international company, Trafalgar Entertainment.
- To actively promote positive relationships with Trafalgar Entertainment, production staff and show promoters
- Assist the Front of House and Operational teams in ensuring the cleanliness of the venue

**Key Selection Criteria**

- Safety first mindset
- Available to work weekends, early mornings and some evenings as required
- Be physically fit and be able to maneuver heavy items at times
- Ability to work within a fast-paced environment
- High attention to detail and accuracy is essential
- Ability to handle a multitask environment and work unsupervised
- Forklift license preferred but not essential
- Must hold a current RSA

### **Work, Health & Safety**

- To adhere to all Work, Health & Safety procedures to minimise the risk of injury and accidents
- To ensure the welfare and security of colleagues, customers and all site visitors
- To understand and actively participate in TRS Emergency Evacuation training
- To have a willingness to assist in case of emergency, administer First Aid and undertake regular First Aid Training as required
- To understand the WHS procedures and risk assessments and Theatre Royal's operational integration within 25 Martin Place
- To report any incident or activity that could be injurious to somebody who works, visits, or passes through the theatre, or could cause damage to the fabric of the building.

### **General Responsibilities**

- To keep a high and consistent standard of appearance, ensuring that the theatre is immaculately and positively represented
- Maintain the cleanliness of all bar and front of house service areas
- To actively engage with the company's HR system, attending regular check-ins with the Bar and Beverage Manager, providing feedback for colleagues, and working towards agreed goals.
- To actively participate in TRS training programmes and attend training courses as required to further self-development
- To complete any other reasonably delegated tasks that may assist the company in achieving its business objectives, as requested by the General Manager.