

## Full-time Front-of-house position

The Priests House, a wedding and events venue based on the site of the Grade-1 listed Barden Tower on the Bolton Abbey estate, are about to have an exciting path out of the COVID-19 pandemic. We have an unprecedented number of wedding and events lined up for the next few years. As such, we are looking for the ideal candidate to be passionate and professional with previous front-of-house experience to potentially step into a leadership role in the future. The role will be varied and will include doing tours with prospective couples and eventually helping to plan the wedding day itself.

**Job Role:** Front-of-house

**Reports to:** Business owner

**Based at:** The Priests House, Barden Tower, Bolton Abbey, BD23 6AS

**Pay:** £20,000 - £22,000 dependent on experience.

**Perks:** Meals provided on shift. 10% friends / family discount for our occasional restaurant services.

Training provided. Opportunity to develop skills and work alongside the owners.

**Probationary period:** 6 months

**Notice period after probation:** Five weeks

### Key responsibilities:

- welcome guests to the venue
- provide efficient and friendly table service
- helping prepare the venue where required
- bar service
- we need a front-of-house chameleon, our ideal candidate should be able to adapt to where the day/evening needs them whether that is table service, being on the bar or helping with venue preparation
- undertake venue tours with prospective wedding couples
- other appropriate duties to meet the requirements of the business

### Key traits & skills:

We do not necessary feel specific qualifications are required. However, we do feel the best candidate should have effective communication skills, a professional but personable approach and be enthusiastic about providing a service that exceeds our guests' expectations.

## Desirable

- maths & English GCSE
- food hygiene certificate
- personal licence
- first aid qualification

## Personal Qualities

### Essential

- experience in the hospitality sector
- fun and lively – enjoys working in hospitality and will thrive in a high performing team
- flexible - the hours for this position include unsociable hours and will not always be the same every week
- well presented
- trustworthy & reliable
- exceptionally organised & methodical
- positive outlook with a good sense of fun
- self-driven and able to plan ahead and critically assess
- works to an extremely high quality; taking pride in excellent client feedback and recognising the value of the whole team that makes this happen
- excellent communication skills - able to talk to people at a variety of levels both internal to and external of the business
- excited about new experiences and responsibility

### Schedule:

- 10-hour shift
- 12-hour shift
- 8-hour shift
- Monday to Friday
- Weekends

We are hands-on owners who have run The Priests House for 17 years. Over that time, we have overseen the restoration of Barden Chapel, have developed a thriving wedding and events business and are excited to expand our team to make more “best days” happen.

If you are interested, and have experience, please send an email with your CV and cover letter to [conor@thepriestshouse.net](mailto:conor@thepriestshouse.net) we would appreciate the chance to discuss further with you.

Looking forward to speaking with you soon.