

Position: Front of House Staff
Status: Part-time, Casual
Reports to: Operations Manager / Assistant Operations Manager/ Front of House Supervisor
Start date: August 2025

Applicants must be available to work across the period of 15th December 2025 - 11th January 2026 inclusive.

Key Responsibilities include, but are not limited to:

- Be in attendance at the times specified for each work period, dressed in Front of House uniform supplied by UCH.
- Report to the Front of House Supervisor on duty during the period.
- Carry out instructions issued by UCH management and Front of House Supervisor.
- Assist the general public wherever possible in a professional, friendly and mannerly way.
- Ensure that all rules and regulations of UCH are complied with at all times in addition to adhering to the *Front of House Guidelines and Manual*.
- Observe and carry out Fire and Safety regulations, including COVID-19-related processes.
- Remain at the post assigned during the period (except where permission is otherwise granted).
- Report any and all problems, irregularities and misuse of UCH property to the Front of House Supervisor as soon as possible.
- Ensure all areas are kept clean and tidy at all times, and that equipment is well maintained and stored correctly.
- Be in attendance at all training sessions for Front of House staff organised by UCH. Failure to attend may result in non-selection for rostering.
- Provide contact details including mobile and e-mail to facilitate staff scheduling.
- Provide a minimum of 2 weeks' notice of termination of employment.

This position is subject to Garda Vetting and Foreign Police Clearance.

Bar/Retail Staff positions are also available for applicants with retail or similar experience.

Applications are welcome from both students and non-students however applicants must be over 18 years old no longer attending secondary level education. Please note that working hours will vary, and will include evening and weekend work. Availability to work weekday mornings and afternoons is also desirable.

Applicants are invited to send a CV and cover letter setting out their suitability for this position to:

Miceal McNamara, University Concert Hall, University of Limerick.

Please highlight that the position: **Front of House and Bar Supervisor**

Tel: 061 213304

E-Mail: Miceal.mcnamara@uch.ie

University Concert Hall is an equal opportunities employer.