

Job Description

Job Title:	Catering Supervisor
Responsible to:	Catering Manager
Responsible for:	Supervising catering operation

Location: National Brewery Centre

Main Purpose of Job:

To assist with the planning and delivery of the centre's food & beverage operation, ensure customers' expectations are met through high quality service standards and maintain company policies at all times.

Main responsibilities

- Set-up & execution of all functions, events and daily trading
- Cash up, balance and account for all daily income
- Ensure department is ready for the days business
- Preparing real ales and managing the cellar
- Conduct site show rounds to showcase our venue to prospective clients and customers
- Carry out instructions as given by your line manager and head office

General responsibilities

- Deliver a first class service to our customers at all times
- Ensure the department maintains all health & safety policies at all times
- Ensure the department as a function, delivers the minimum Core Standards as set out by the General Manager & Planning Solutions
- Working as part of a team

Additional duties:

- Undertake any other reasonable management request
- Attend staff meetings when required
- Work flexibly where possible to support the business when required

Legal Duties:

- Comply fully with all legal requirements including GDPR, Employment law, Weights and Measures, (this list is not exhaustive)
- Attend any Health and Safety training when required
- Ensure full compliance with all areas of Health and Safety as per company Health and Safety policy at all times
- Ensure full compliance with Food Hygiene Regulations at all times

This job description is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting the business needs is required by all employees.

I confirm that I have read and agreed this job description explained the main duties of my job, however I understand that this list is inexhaustible.

Signed: _____ (Job Holder)

Print Name: _____ Date: _____

JOB SPECIFICATION

Qualification

	Essential	Desired	Measured

Experience

	Essential	Desired	Measured

Skills

	Essential	Desired	Measured

Personality

	Essential	Desired	Measured

WAGE	CONTRACT TYPE	DAYS
£	ZERO HOUR due to seasonal work	ANY 5/7