



Job Description

Job Title: Food & Beverage Supervisor

Responsible To: Food & Beverage Manager

Direct Reports: Food & Beverage Assistants

Purpose of Job:

- To assist in the control and operation of the catering facilities of the venue on a day to day basis, to the high standard required by the Health, Safety and Hygiene Regulations and by SCT.

Key Responsibilities:

1 Core Values

- To promote the Company's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core Values.

2 Customer

- To liaise with engineers regarding maintenance and repair of machinery, equipment and buildings.

3 People

- To assist in the identification of training needs, to carry out training of new staff and ongoing training of existing staff.

4 Financial

- To be responsible for the correct procedures regarding stock control and purchase orders.
- In liaison with management, to control all monies in the safes by means of safe checks, petty cash returns, preparation of floats and change and the banking of cash and/or cheques received by the department. To ensure that Company policy regarding cash handling procedures is followed.
- To control the vending machine operation.

5 Operations

- To oversee the day to day running of the Food and Beverage department.
- To assist in the preparation of work schedules.
- To ensure correct opening up and closing down procedures are followed.
- To work closely with colleagues to ensure that food and beverages are at all times displayed to the best advantage, bearing in mind the Hygiene Regulations.
- To be responsible for the preparation, service and clean up of all functions.

- To carry out any other duties that may reasonably be required.

6 Health and Safety

- Adhere to the Company's health and safety policy and procedures at all times.