**Job Description
Person Specification**

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| **Job Title** | Hospitality Manager |
| **Reporting to** | General Manager |
| **Grade/Salary Band** | Competitive rates dependant of experienced / suitability  |
| **Job Summary** |
| Overall responsibility for Guest management and the day-to-day Hospitality operations of theVenue, whilst contributing to the overall achievement of business goals; ensuring consistent standards of service aremaintained. The Hospitality Manager will contribute to the profitability of the business through the monitoring of revenue and budgets, management of the team and maintaining effective costs control and will create an environment where the team are motivated and encouraged to maximize sales.The Hospitality Manager will ensure the overall economic and service goals for the F&B department are always delivered consistently.  |
| **Key Duties & Responsibilities** |
| * Manage all aspects of the Hospitality, Bar and Conference, both in administrative and operational functions
* Direct responsibility for managing the departmental Team Member plan, ensuring that the departments are always resourced to cover business levels which fall in line with budgets and revenue expectations
* To develop and implement standards for the department by identifying and creating specific SOP manuals for all Hospitality areas
* To train the team to the highest possible levels, ensuring that outstanding customer service is always delivered
* Implement robust cleaning and operational procedures that ensure the department is maintained to the highest possible standards
* Focus on opportunities and train the team to maximize food & beverage revenue through effective upselling techniques
* Promote a competitive and sales focused culture within the team where targets are set on a daily/weekly/monthly basis linked to a departmental incentive
* Analise customer feedback on a regular basis to share with the team and create effective action plans for improvement
* To manage the upkeep of C&B/Bar and connecting departments by completing regular, thorough audits and reporting through the devised channels
* Support the wider F&B departments and business as and when required by management
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| **Self-Management*** Comply with company rules and regulations and provisions contained in the employee handbook
* Comply with company grooming standards
* Comply with time and attendance policies
* Comply with policies relating to the safety and welfare of all staff including equal opportunities and discrimination laws
* Actively participate in training and development programs and maximize opportunities for self-development

**Financial Responsibilities*** Understanding of the department budgets to ensure that you can contribute to its success
* Develop systems that measure the cost effectiveness of the department
* Manage the online procurement system to ensure that liquor purchases are maintained in line with budget throughout the month
* Review the monthly P&L and communicate departmental performance to the team
* Manage payroll costs in line with budget
* Manage departmental costing and expenses (e.g., Linen, Napkins, stationary & other meeting room expenses) in line with budgets
* Involvement in the annual budget process, contributing to revenue targets and departmental costs
* Update revenue forecasts on a weekly basis

**Business Planning*** Contribute to the overall strategic plan of the business
* Keep abreast of trends in your area and implement best practice initiatives

**People Management*** Work with HOD’s and HR to support in staff recruitment, training, and development
* Develop and support the delivery of statutory and departmental training where applicable
* Undertake probation reviews and appraisals with the team
* Coach, counsel, and discipline staff, providing constructive feedback to enhance performance
* Regularly communicate with staff to maintain positive relationships
* Take appropriate action with support from HR to address employee relations issues

**Health, Safety and Security*** Familiarize yourself with Company Health and Safety Policies
* Take responsibility to rectify hazardous situations, accidents and near misses, reporting major areas of concern to your General Manager
* Familiarize yourself with property safety, first aid and fire and emergency procedures and actively enforce these in your area of responsibility
* Ensure security incidents in your operational area are reviewed and corrective measures implemented to prevent recurring incidents

**Risk Management*** To understand and co-operate with the company to achieve compliance with Fire, Life Safety legislation
* Take moral and legal responsibility for conducting themselves in their work so they do not expose

themselves or others to risk* Not promote or participate in horseplay, pranks, or practical jokes, which may result in an accident or injury
* Not intentionally or recklessly interfering with anything provided in the interests of safety
* Make careful use of safety equipment, such as gloves, goggles, aprons, overalls, shoes, and so on
* Return safety equipment to its designated storage area after use and reporting any equipment damage to the General Manager
* Take reasonable care when storing, handling, and using chemicals and dangerous substances, lifting, and carrying, and using or cleaning dangerous work equipment, including machines
* Not undertake any activity which compromises their personal Life Safety, or the Life Safety of others
* Report all accidents, dangerous occurrences, or hazards, no matter how minor, to the supervisor or Heads of Department
* Ensure that staff are supervised

**General*** Comply with the Company’s Corporate Code of Conduct
* A Leader by example with a formidable team ethic
* Be prepared to be very hands-on to help maintain the payroll costs
* Perform tasks as directed by the General Manager in pursuit of the achievement of business goals
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| **Skill & Qualifications** |
|  | ESSENTIAL | DESIRABLE |
| Accredited Qualifications |  | * Educated to GCSE Level
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| Non-AccreditedSkills, Knowledge & Experience | Can use initiative and can work to deadlines and under pressure | * Front line Management skills
* IT Skills, Word, and Excel.
* Excellent communication skills and the ability to manage relationships with colleagues and guests (excellent attention to detail in terms of spelling, grammar and punctuation and verbal spoken skills are clear and assertive but personable and likeable)
* Commercially focused, with an ability to seek out opportunities to grow sales opportunities or cost initiatives
* Good understanding of H&S requirements in the workplace
* Excellent customer service skills, able to defuse conflict situations and move to resolution as necessary
* Good administration skills with good attention to detail
* High level of literacy and numeracy
* Well-developed organisational and planning skills
* Effective problem solver and co-ordinator
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| **General Conditions** |
| * Further general information can be found in the company staff handbook
* Full details of employee benefits are within the employee benefits booklet
* Flexibility required for this role as evening / weekend working will be required
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