



Dear Applicant,

Post of Catering & Events Manager

Thank you for your interest in the above post. Please find on the following pages:

1. Further information about this post
2. A job description and person specification
3. An equal opportunities monitoring form

How to apply

- Write a letter of introduction
- Attach a CV and provide details of two referees:
- Complete and enclose the equal opportunities monitoring form

Submissions must be received by 5.00pm on 18 May 2018 and can be emailed to: recruitment@beaconartscentre.co.uk

Many thanks and we look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink, appearing to read "Sean Paul O'Hare".

Sean Paul O'Hare
Chief Executive

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Greenock
PA15 1HJ
01475 723723

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www.beaconartscentre.co.uk

Greenock Arts Guild Limited trading as The Beacon. Registered in Scotland
Company No. SC024805 Registered Scottish Charity No. SC003030

Catering & Events Manager at Beacon Arts Centre

Background

Beacon Arts Centre opened in January 2013 and is one of the finest new arts venues in Scotland.

We are situated at Custom House Quay in Greenock and overlook the River Clyde with views towards the hills of Argyll and Dunbartonshire. Beacon Arts Centre has two performance spaces, together with our Bar & Kitchen and three upstairs Gallery Suites which can be extended to provide a function suite for up to 170 guests.

Beacon Arts Centre runs a busy Bar & Kitchen which is open seven days a week and offers a range of menus that circulate throughout the year. The Bar & Kitchen also supports the events taking place at the venue and the venue's busy arts programme.

Beacon Arts Centre is a significant new addition to the Scottish theatre and arts scene and is a venue of choice for touring productions, including the National Theatre of Scotland, as well as being a vibrant hub for the local community theatre groups.

Beacon Arts Centre is supported by



Inverclyde
council

**Beacon Arts Centre
Job Description**

POST	Catering & Events Manager
HOURS	40 hours per week
SALARY	£25,000 per annum
REPORTS TO:	Director of Operations and Business Development
DATE:	May 2018

JOB PURPOSE:

To be responsible for the overall financial performance of the Bar + Kitchen and events, leading the team and ongoing implementation of all company policies, procedures and industry legislation.

To lead the Bar + Kitchen in its key function of providing a varied and high quality service supporting Beacon Arts Centre's arts programme alongside ancillary events and conference business.

The Catering and Events Manager reports to the Director of Operations and Business Development and is the line manager for the Events Supervisor, Bar + Kitchen Supervisor and Lead Chef.

KEY DUTIES:

Strategic Management

- Achieve financial targets set by Senior Management Team including sales, payroll percentages, food and bar costs alongside sundry expenses and monitor via monthly management accounts, proposing strategic action to drive and improve the business
- Delegate, oversee and monitor ongoing business targets for Supervisors and Lead Chef in line with their individual areas of responsibility
- Promote and actively sell the venue, pursuing and maximising sales through new product, income streams, customer service and promotional activity including growth of events including meetings, conferences and weddings
- Ensure the overall ambience is maintained in line with the Beacon brand and work with the Marketing Officer to promote the Bar + Kitchen and Events
- Devise, set and monitor high standards of service, cleanliness, food and drink production and ensure implementation across the business through

the team

- Ensure Supervisors and Lead Chef have a comprehensive and ongoing knowledge of compliance matters e.g. licensing, health, safety, hygiene and employment law

Finance

- Ensure day to day systems of controlling cash, banking, payroll, stock, repairs and sundry expenses are in place and that they are communicated to Supervisors, Lead Chef, and the wider team effectively
- Lead on development of the Maître'D till management system
- Ensure weekly food and bar stock-takes are achieved in house alongside annual stock-takes by an external provider
- Ensure weekly forecasted staff rotas are carried out by Duty Managers and Head Chef and that immediate action is undertaken by them to resolve any issues in their designated areas of responsibility

Team

- Lead, manage and recruit Bistro staff ensuring an appropriate level of staffing is in place to meet the needs of the business
- Communicate the work priorities of Supervisors and Lead Chef and through them evaluate the financial performance of the Bar + Kitchen and Events, prioritising goals and targets
- Attend various Beacon-wide team meetings to ensure strong communication across Beacon and the Bar + Kitchen
- Adhere to HR policies and procedures and ensure that Supervisors and Lead Chef are trained and supported in all aspects of supervision and management of the wider Bistro team.
- Roll out induction and training programmes for wider Bistro team
- Undertake appraisals with Supervisors and Lead Chef to put into place individual personal development plan
- Maintain and monitor all timesheets, annual leave etc

Marketing and Communications

- Work with the Marketing Officer to build the Bistro brand including signage, print and online material alongside the overall ambience
- Plan and implement promotional campaigns with the Beacon Senior Management Team
- Lead on gaining Visit Scotland's Taste of Scotland brand
- Build up visitor and tourist business from cruise liners and the Waverley
- Ensure effective methods of gathering and responding to customer feedback

Other Duties

- Make written and verbal reports to the Board and Senior Management Team.
- Ensure a comprehensive knowledge of suppliers and sources to get the best deals

- Undertake a wider Duty Management function to support the arts and events programme
- Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation, the company's health and safety policy and Food Standards Scotland
- Carry out any other reasonable duties that may be requested by the Senior Management Team

Person Specification

Criteria	Essential	Desirable	Evidence
Education and Qualifications	Minimum 3 years' experience managing a food and beverage and/or events environment	HND, Degree or equivalent in a relevant subject	Application Certificates
Training	Personal License Holder Compliance matters e.g. Health and Safety, Food Standards etc	Some ancillary training in for example wine, cocktails, staff management etc	Application Certificates
Knowledge, Skills and Competencies	<p>Knowledge of multi-layered business combining bar, food and conferencing</p> <p>Understanding of customer care excellence and its principles</p> <p>Working knowledge of Health and Safety regulations</p> <p>High standard of Microsoft Office – word, excel and outlook</p>	<p>Experience of working in an arts venue</p> <p>Experience of wedding business</p> <p>Marketing experience</p>	Application Interview

Other	<p>Demonstrate leadership skills</p> <p>Ability to work well under pressure</p> <p>A team player</p> <p>Excellent communication skills</p> <p>Excellent time management skills</p> <p>Evening and weekend working</p> <p>Own or reliable transport</p> <p>Have proof of 'Right to Work' in the UK and be in possession of a valid UK National Insurance number.</p> <p>Have a UK bank account in your own name.</p> <p>Be able to converse fluently in English</p>	<p>Interest in the arts and cultural events</p> <p>Live within a reasonable travelling distance from the venue</p>	<p>Application</p> <p>Interview</p>
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Other Information

NOTE: *This does not constitute a contract but is a brief summary of conditions of employment.*

Employment Term: This is a permanent position following a satisfactory six month probationary period

Salary: £25,000

Hours of Work: 40 hours

Submission by 5pm on 18 May 2018



Equal Opportunities Monitoring Form

The Beacon is committed to creating an inclusive environment and ensuring that its services and opportunities are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. The information you give on this form will help us monitor and comply with our policy of ensuring equality.

This monitoring form is for statistical purposes only and will be separated from your job application and destroyed once the data has been collated.

What is your gender?

Male	
Female	
Other	
Prefer not to say	

What is your age?

16-24 years	
25-44 years	
45-65 years	
65+ years	
Prefer not to say	

What is your sexual orientation?

Heterosexual / Straight	
Gay / Lesbian	
Bisexual	
Other	
Prefer not to say	

Do you consider yourself to have an impairment, health condition or additional support need?

Non-disabled	
Visual Impairment	
Hearing impairment/Deaf	
Physical disabilities	
Cognitive or learning disabilities	
Mental health condition	
Other long term/chronic conditions	
Other	
Prefer not to say	

What is your Ethnic group?

White Scottish/White British	
Irish	
Gypsy/Traveller	
Polish	
White Other, please specify:	
Asian/Asian Scottish/Asian British	
Chinese/Chinese Scottish/Chinese British	
African/African Scottish/African British	
Caribbean/Caribbean Scottish/Caribbean British	
Black/Black Scottish/Black British	
Arab/Arab Scottish/Arab British	
Mixed or Multiple Ethnic Groups, please specify:	
Other, please specify:	
Prefer not to say	

What is your religion or belief?

No religion	
Christian	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Other religion	
Prefer not to say	

Where did you hear about this vacancy?

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