

Beacon Arts Centre

Job Description

POST	Beverage Operations Lead
DEPARTMENT	Food & Beverage
HOURS	35 Hours per week
SALARY	£9.25 per hour
REPORTS TO:	Restaurant Supervisor
DATE:	Sep 2018

JOB PURPOSE:

The Beverage Operations Lead is responsible for creating & delivering a forward thinking Beverage program alongside the successful execution of service related operations within the Food & Beverage department.

This role, while requiring a very creative person, also involves efficient procurement, stock control, menu development, product promotion & sales strategy for all beverages (including non-alcoholic) as well as training staff to offer high standards of service on an ongoing basis.

KEY DUTIES:

1. Take responsibility for the creation and execution of a well thought-out contemporary beverage menu.
2. Conceptualise & design special experiences focused on beverage by putting on private events in our beautiful riverfront gallery suites. This can be events based on unique cocktails, tastings of rum, gin, wine etc.
3. Working with the F & B manager, create an exceptional food & beverage experience for guests.
4. Knowledgeable about licensing laws & always ensuring the business & its team are compliant.
5. Create, analyse and evaluate beverage financial reports & make recommendations as to

alternative courses of action to maximize revenue.

6. Consistently meet with suppliers to explore new options on wines, beers and spirits.
7. Working with the marketing team, promote new products to drive interest and sales.
8. Any other duties as required by the management team.

Person Specification
Beverage Operations Lead

	Criteria	Essential	Desirable	Evidence
	EXPERIENCE			
1.1	At least 3 years' experience in a senior role in beverage at a restaurant or bar.	✓		Application Form Interview
1.2	Good knowledge of wine (grape varieties, regions etc.) with an ability to design a wine list that is delicious, interesting & profitable. It is advantageous if the individual has an ability to pair wine with food.	✓		Application Form Interview
1.3	Good knowledge of working with foods such as fruits & vegetables to produce juices, infusions and edible drink garnishes in house.	✓		Application Form Interview
1.4	Good knowledge of spirits and liqueurs in order to create & launch events based on spirits or cocktail tastings. It is advantageous if the individual has an ability to pair cocktails with food.	✓		Application Form Interview
1.5	The ability to effectively lead and train a team giving direction while motivating and supporting them to achieve clear objectives.	✓		Application Form Interview
1.6	High standard of personal presentation.	✓		Application Form Interview
1.7	Meticulous eye for detail and exceptional planning and organisational skills.	✓		Application Form Interview
1.8	Excellent communication and interpersonal skills with a confident personality & an ability to	✓		Application Form Interview

	influence the sales process.		
1.9	Passion for delivering an exceptional guest service.	✓	Application Form Interview
1.10	The ability to multitask and work in a busy, fast paced dynamic environment.	✓	Application Form Interview
1.11	Flexible approach to work (morning, weekend & evening time work will be required).	✓	Interview

Other Information

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

On meeting and exceeding targets, at the end of 6 months, it is anticipated that this position will become a full time contract.

Submission by 5pm on Friday 14th September

Interviews will be held at Beacon Arts Centre and will be arranged with successful applicants



EQUAL OPPORTUNITIES MONITORING FORM

The information that you provide in this form will be used for two purposes:

1. to monitor the recruitment and selection process to ensure that there is no discrimination;
2. for anonymised statistical and research purposes.

The information you provide will remain **strictly confidential** and will not be used for any other purpose other than those stated above.

The information you provide will **not** be made available to the selection panel.

Please complete all sections of the form by marking the box () or providing information where appropriate in each section. If you are completing this form electronically, double-click the box and select "checked".

ETHNIC ORIGIN

Please look at all of the descriptions of race or ethnic origin listed below. When you have read them all, please tick one box that most accurately describes your race or ethnic origin. These categories are in line with those recommended by the Commission for Racial Equality for Scotland.

<p>A) WHITE</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Other British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background (please state)</p> <p>.....</p>	<p>B) ASIAN, ASIAN SCOTTISH or ASIAN BRITISH</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background (please state)</p> <p>.....</p>
<p>C) BLACK, BLACK SCOTTISH or BLACK BRITISH</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background (please state)</p> <p>.....</p>	<p>D) MIXED</p> <p><input type="checkbox"/> Asian and White</p> <p><input type="checkbox"/> Black African and White</p> <p><input type="checkbox"/> Black Caribbean and White</p> <p><input type="checkbox"/> Any other mixed background (please state below)</p> <p>.....</p>
<p>E) OTHER</p> <p><input type="checkbox"/> Any other ethnic background (please state)</p> <p>.....</p>	<p>F) NO ANSWER</p> <p><input type="checkbox"/> I prefer not to answer this question</p> <p><input type="checkbox"/> Not Known</p>

NATIONAL IDENTITY

Please look at all of the descriptions of race or ethnic origin listed below. When you have read them all, please tick one box that most accurately describes your race or ethnic origin. These categories are in line with those recommended by the Commission for Racial Equality for Scotland.

<input type="checkbox"/>	British or Mixed-British
<input type="checkbox"/>	English
<input type="checkbox"/>	Scottish
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	Other National Identity
<input type="checkbox"/>	I prefer not to answer this question
<input type="checkbox"/>	Not Known

GENDER

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	Transgender
<input type="checkbox"/>	I prefer not to answer this question

DISABILITY

The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website.

From this description, do you consider yourself to be a disabled person?

Yes No I prefer not to answer this question

If yes, please advise what your condition is:

In terms of the Act we will take steps to make reasonable adjustments to avoid those who have a disability from suffering a disadvantage.

AGE

20 years or younger <input type="checkbox"/>	31 – 40 <input type="checkbox"/>	51 – 60 <input type="checkbox"/>
21 – 30 <input type="checkbox"/>	41 – 50 <input type="checkbox"/>	61 years or over <input type="checkbox"/>

I prefer not to answer this question

SEXUAL ORIENTATION

Heterosexual Homosexual Bisexual

I prefer not to answer this question

Other (please state)

RELIGION OR BELIEF

<input type="checkbox"/> Christian: Roman Catholic
<input type="checkbox"/> Christian: Protestant
<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim
<input type="checkbox"/> Hindu
<input type="checkbox"/> Sikh
<input type="checkbox"/> Buddhist
<input type="checkbox"/> I prefer not to answer this question
<input type="checkbox"/> None
<input type="checkbox"/> Other (please state)

MEDIA

In order that we can monitor the effectiveness of our recruitment advertising, please tell us where you learned of this vacancy.

Beacon Arts Centre Website

Prefer not to say

Other (please state)

