

# SCUNTHORPE UNITED FOOTBALL CLUB

Job title: Matchday Public Catering Supervisor

Department: Hospitality

## ROLE / PURPOSE

The Matchday Public Catering Supervisor's role is to take the lead in the running of the Club's Matchday Public Catering department at Glanford Park. The Matchday Public Catering Supervisor is responsible for all ordering, preparation and delivery of food and drink, and the recruitment and management of all staff.

This is a part time position with hours dependent upon the fixtures and events taking place at Glanford Park. The employee must be on the premises at all times when an event is taking place.

## MAIN DUTIES AND RESPONSIBILITIES

- Deliver the highest quality food and beverage service to visitors to Glanford Park.
- To prepare food and drinks, clean equipment and maintain a clean tidy work area to the highest hygiene standards.
- Maintain safe working practices in accordance with H&S regulations.
- To ensure all statutory and company regulations, procedures and systems are adhered to on a daily basis.
- Follow all cash management policies, processing payments, cash handling.
- Manage the catering team, including recruiting and training new staff.
- Ensure compliance with all hygiene certification.
- Review and report to the Operations Manager on all catering matters within the public catering department and actively implement improvement measures.
- Oversee and report the financial performance of the department following an event at Glanford Park, including sales, wastage, time sheet recording, closing stock count, cash discrepancies.
- To manage all orders of stock and supplies in a timely and efficient manner, to maximise sales and to minimise wastage.
- Responsible for coordinating the delivery of stock and allocation of stock through the public catering facilities.
- To work closely alongside the matchday hospitality team.

## RESPONSIBLE TO (REPORTING RELATIONSHIP)

Operations Manager

## RESPONSIBLE FOR STAFF / EQUIPMENT

All Matchday Public Catering Staff

All Matchday Public Catering Equipment.

**SKILLS AND COMPETENCIES**

- Must be over 18
- Must hold a Food Hygiene Certificate
- Experience in catering and hospitality at a similar level.
- Excellent management and leadership skills and ability to maintain good staff relations.
- Friendly, well presented and professional.
- Excellent time keeping and organisation skills.
- Good knowledge of Food Hygiene and Health and Safety legislation.
- Excellent communication skills.
- Ability to work under pressure.

**GENERAL INFORMATION**

The Employee must at all times carry out his/her responsibilities with due regard to the Scunthorpe United Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

**JOB DESCRIPTION AGREEMENT**

Employee's Signature:	Date:
Line Managers Signature:	Date: