

# FLEETWOOD TOWN FOOTBALL CLUB



HIGHBURY STADIUM | PARK AVENUE | FLEETWOOD | LANCASHIRE | FY7 6TX

FLEETWOODTOWNFC.COM | INFO@FLEETWOODTOWNFC.COM  
GENERAL ENQUIRES: 01253 775080

## **JOB VACANCY – FOOD AND BEVERAGE ASSISTANT MANAGER**

### **Details**

Role: Assistant Manager

Department: Food and Beverage (Multi-Site)

Location / Site: Poolfoot Farm / Highbury Stadium

Working Hours: 45 Hours

Salary Range: Competitive

Reporting To: Food & Beverage Manager

Shift Pattern: Shift Working Hours - 7am to 1am (subject to events)

Note on working hours: To be flexible with working hours / weekend working

### **Main Site**

### **Poolfoot Farm**

Poolfoot Farm was officially unveiled by the great Sir Alex Ferguson on 20th April 2016. Poolfoot Farm is home to a fantastic bar and restaurant - Crossbar & Grill, with 2 x 11 a side 4G pitches (which can be broken up into 7 & 9 a side pitches), as well as grass pitches available to hire, community 5, 6 & 11 a side leagues, women's football, walking football, sports camps, a football education programme and a gym which can be used for personal training sessions.

The main purpose for this position will be to lead the Food and Beverage department via hands on management, training and appraising team members whilst ensuring an excellent customer experience while within your supervision.

### **Key Notes**

- You will report into the Food and Beverage Manager on a daily basis however, you will take sole responsibility for the site / employees under your supervision at all times.

### **Role and Responsibilities**

- Responsible for the day to day and delegation of all front of house employees on shift
- Take initial bookings for all events and work with management for successful delivery
- Ensuring excellent customer service is upheld at all times within the F&B department
- Working with management for the delivery within staff training
- Working with management, ensuring the employee training spreadsheet is up to date daily / weekly / monthly
- Responsible for staffing Rota's for all departments in the absence of the Food and Beverage Manager
- Responsible for all Health & Safety requirements and incidents
- Responsible for the upkeep of Health & Safety procedures in line with company policy
- Responsible for the sites hygiene standards, including outside areas
- Working with various senior management to ensure smooth processes
- Responsible for all National celebrated Events (i.e. Mother's Day / Father's Day / New Year's Eve etc.) are marketed in good time (minimum of 4 weeks)



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- Working with management supporting all sporting events as per above
- Responsible for opening up & closing down sheets are in place and operated daily
- Responsible for EHO folder updated daily as and when required
- Ensuring all employees follow the duties listed in their own job specification
- Assigning and monitoring employees K.P.I's are followed and achieved
- Joint ownership for labour against sales spreadsheet updated daily with management team
- Attend all training as requested and responsible for all employees training
- Joint ownership for all employees complete licensing training and responsible for quarterly refreshers, this should be documented and ready at all times for inspection
- Ensure a Personal License Holder is on site at all times
- Any additional duties as required

## Qualifications and Education Requirements

- 4+ years track record of management of Food and Beverage at team leader level
- Personal License Holder

## Competencies

- Ability to forecast, plan and manage
- Ability to spot and resolve problems efficiently
- Strong leadership and organisation skills
- Mastery in delegating multiple tasks
- Excellent Communication and Leadership skills
- Strong people management skills
- Up to date with F&B trends and best practices
- Ability to manage teams and meet financial targets
- Customer oriented and service minded
- Ability to plan time effectively in a constantly changing fast environment

## Applications

Please send your CV and a cover letter providing full details of why you feel you would be suited to this role to [recruitment@fleetwoodtownfc.com](mailto:recruitment@fleetwoodtownfc.com).

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date.



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