

FLEETWOOD TOWN FOOTBALL CLUB



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

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

Head of Food and Beverage

Department – All

Location/ Site - All Locations

Working Hours - 45 per week

Salary Range – Competitive

Reporting To – Senior Management

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

To be flexible with working hours / weekend working

Fleetwood Town Football Club's Food and Beverage department primarily have responsibility for 4 sites across the Fylde Coast.

The main responsibilities will be to maximise profitability and efficiencies by leading the Food and Beverage departments across all sites via hands on management, training and appraising team members whilst ensuring an excellent customer experience.

Role and Responsibilities

- Responsible for the day to day and delegation of the running of all sites within the organisation.
- Responsible for all events from initial bookings to delivery.
- Ensuring excellent customer service is upheld at all times across all sites.
- Delivery and delegation within staff training.
- Responsible for ensuring the employee training spreadsheet is up to date daily / weekly / monthly across all sites.
- Responsible for staffing Rota's for all departments.
- Responsible to ensure all menus are changed accordingly.
- Responsible for all employees to complete courses provided on the National Hospitality Academy.
- Responsible for all Health & Safety requirements and incidents.
- Responsible for the upkeep of Health & Safety procedures in line with company policy across all sites.
- Responsible for the sites hygiene standards across all sites, including outside and WC areas.
- Responsible and working with various senior management for all functions & events from booking to completion ensuring a smooth process.
- 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).
- All Sporting Events as per above.
- Responsible for social media platforms and information posted within the public domain.
- Responsible for opening up & closing down sheets are in place and operated daily across all sites.
- Responsible for food specials, designed daily, reducing excess stock holding.
- Responsible for EHO folder updated daily.



OFFICIAL BREWING PARTNER



MAIN CLUB SPONSOR



ENGLISH FOOTBALL LEAGUE SPONSOR



OFFICIAL KIT PARTNER

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- Ensuring all employees across all sites follow the duties listed in their own Job Specification.
- Assigning and monitoring all employees K.P.I's are followed and achieved.
- Responsible for labour against sales spreadsheet updated daily.
- Responsible for relevant employees to produce daily income spreadsheet and to be updated daily.
- Attend all training as requested and responsible for all employees training.
- Responsible 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

- Proven track record of management of Food and Beverage at senior level.
- Working knowledge of various computer programs (MS office / restaurant software/s)
- Culinary school diploma or degree in food service management or related field.

Competencies

Ability to forecast, plan and manage all Food and Beverage supplies, staff and finance.

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.

The closing date is 29th October 2018.

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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Sites

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.

Highbury Stadium

Highbury stadium has been completely rebuilt over the last five years. This includes a 2,000 capacity all seated stand which was built at a cost of around £4m. The ground can hold over 5,000 spectators on match days with various food outlets throughout. The stadium boasts 3 state-of-the-art rooms to accommodate a variety of corporate and social needs and in addition Highbury stadium has 7 executive boxes of different sizes that can accommodate groups of 12-18 delegates. We also have a boardroom that can cater for up to 20 guests.

Office Catering

We also supply office catering for local companies, located within Poolfoot Farm, Highbury Stadium and an additional office based in Bispham, Blackpool.

Additional

The Food and Beverage department also manage catering requirements for 'The Lodge'. The Lodge is the accommodation for our Academy Players and 1st League Players.

As Group Food and Beverage Manager you will be primarily responsible for the daily operations across all sites within the group to the highest standard.



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