

Job Profile and Working for Stockport



Stockport

to keep the people of Stockport at the heart of what we do.

Team

to succeed as a team, collaborating with colleagues and partners.

Ambition

to drive things forward with ambition, creativity and confidence.

Respect

to value and respect our colleagues, partners and customers.

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

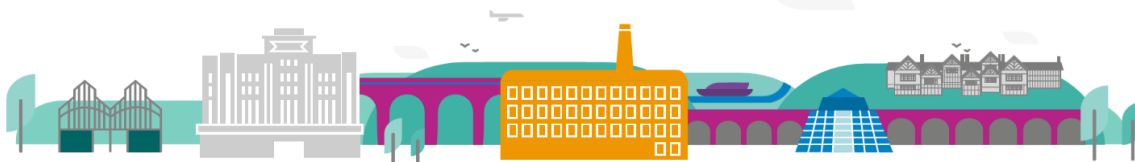
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





About the Job

Role:	Hospitality Supervisor
Service Area:	Events
Directorate:	Corporate and Support Services
Salary Grade:	4

Main Purpose of the Job

To be responsible for the hospitality service and support the Event Co-ordinators in the delivery and management of a wide range of events across a portfolio of Venues within Stockport.

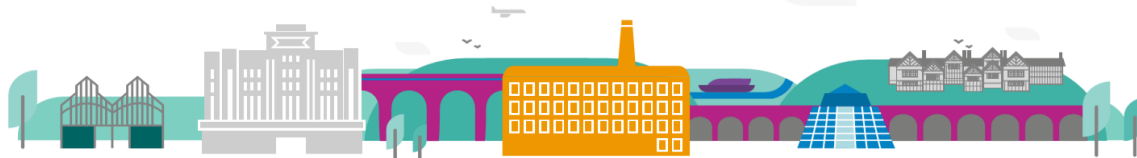
Key Responsibilities

- Assist the event coordinator in the Operational delivery of Events encompassing all aspects across all Venues.
- Responsibility for the food and beverage delivery at Events across all Venues.
- Oversee event hospitality service to ensure client expectations are met.
- Offer support and training to the food and beverage assistants.
- Oversee the rota and monitor staffing levels.
- Manage the Bars at all Venues which includes but is not limited to; ordering bar stock, supporting monthly bar stock takes, cleaning beer lines and cashing up tills at the end of the shift.
- Oversee the cleaning rota at all Venues and ensure that all working areas are kept clean and tidy maintaining food hygiene and health and safety regulations.
- Comply with team rota to work a 5 out of 7 working day week including evenings, weekends and bank holidays.
- Hold a personal licence

- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information



The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Significant experience of Food and Beverage service within the hospitality industry
- Experience of supervising and directing others and working within teams.
- Experience of bar and cellar management
- Experience of working flexibly across teams to support key projects and activities.
- Highly organised with excellent communication skills
- Excellent customer service
- Analytical skills with the ability to problem solve and interpret information
- Able to work with discretion and maintain confidentiality
- Personal licence holder
- Level 2 Food Safety & Hygiene Certificate/Basic Health & Safety/Manual Handling/First Aid or a willingness to undertake development in this area as appropriate
- Demonstrable numeracy, literacy and ICT skills at Level 2 (GCSE) or above, or a willingness to undertake development in this area as appropriate
- Clean Driving Licence where appropriate

