



## JOB DESCRIPTION: Catering General Manager

<b>Department</b>	Conference Banqueting and Events
<b>Location</b>	Liberty Stadium, Swansea SA1
<b>Remuneration</b>	Salary and bonus commensurate to experience
<b>Report to</b>	Head of Commercial
<b>Contract</b>	Permanent / 40 hours per week / flexible working pattern including evenings, weekends, and bank holidays.
<b>Purpose of Role</b>	To lead and manage the events and catering team, ensuring all Liberty Stadium events have high quality food, beverage, and service. Providing leadership and direction to exceed sales and profit targets.
<b>Roles and Responsibilities</b>	
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>Take ownership of the catering budget and aim to exceed annual targets, drive sales, and take a key role in preparing and delivering departmental targets.</li> <li>Interpret management accounts and take responsibility for all catering budgets, whilst liaising with the Clubs Finance Department.</li> <li>Take day-to-day financial responsibility and controls for the department.</li> </ul>
<b>Personnel Management</b>	<ul style="list-style-type: none"> <li>Manage and deal with all personnel matters in conjunction with the Clubs HR Department (capability, training, absence management etc)</li> <li>Chair disciplinary / capability hearings</li> <li>Manage and conduct employee performance reviews.</li> <li>Create strong links of communication to wider the Club</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Ensure that all Food Hygiene and Health &amp; Safety legislation is followed, maintained and up to date.</li> <li>Ensure all employees are provided with the necessary training in food handling / preparation.</li> <li>Write and submit board reports to the Senior Management Team</li> <li>Take a pro-active approach to recommending improvements and changes as required to assist in developing the catering business.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Follow all Club Policies, such as Equality &amp; Diversity, Health &amp; Safety, Safeguarding, Anti-Corruption &amp; Bribery and GDPR.</li> <li>Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole.</li> <li>To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.</li> <li>To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health &amp; Safety</li> <li>Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.</li> </ul>



### Person Specification

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<b>Essential</b>	<ul style="list-style-type: none"><li>• Senior bars and catering management experience in the hospitality / conference venues and retail catering experience.</li><li>• Have a successful background in Food Service /Contract Catering/Hospitality/Retail Catering</li><li>• Entrepreneurial skills to create a thriving and successful working environment.</li><li>• Excellent management and communication skills.</li><li>• Have a good understanding of report writing and financial management</li><li>• Be able to demonstrate your analytical approach to problem solving.</li><li>• Have the ability to display a real passion for food and customer service and be financially and commercially astute.</li><li>• Experience in taking responsibility for HR issues.</li><li>• Experience in Food and Health and Safety systems</li><li>• Microsoft Office Skills are essential</li><li>• Personal licence holder is essential</li></ul>

The closing date for this vacancy will be **Wednesday 27<sup>th</sup> January 2021**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#) or email [hrcatering@swanseacity.com](mailto:hrcatering@swanseacity.com) to request an application form.

**Please note CV's will not be accepted.**

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency and nature of contact with children). Appropriate references are also required.

***Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.***

***Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview***