



Job Advert Catering Manager

Vacancy Reference No: 1

Job Purpose:

The Catering Manager is responsible for the co-ordinating the execution and delivery of all functions, Match days' operations & internal meetings held within the stadium. The position is responsible for maintaining & improving the standards required.

Principal Accountabilities:

- Plan, organise and coordinate daily catering activities
- Liaising with the events team to plan functions
- Co-ordinate the ordering and control of bar stocks within budget
- Continually monitor all food and hygiene standards and practices ensuring they are maintained at the highest level
- Maintaining a working relationship with clients
- Liaising with events team, such as venue seating, dining, and guest list
- Delegating event planning tasks to other staff members where necessary
- Managing and overseeing events, meetings & match days on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff
- Planning multiple events at once
- Rota Planning & Labour Forecasting
- Cash Handling, Reconciling till receipts
- Staff Training & Development
- Recruitment of Match day staff

Candidate Requirements:

Essential:

- Experience of managing a large team, going through the whole employee cycle, from starters to leavers Ability to build a strong team focused on quality service and exceeding expectations
- A 'hands on' team player who can lead by example, develop & motivate
- Demonstrate clear communication between departments
- Ability to show initiative and cope well under pressure
- Proactive approach to upselling
- Implementation of work schedules
- Strong Word and Excel knowledge

Desirable:

- Football industry experience
- C & G certificate in hospitality

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk

Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing date: 2nd March 2018