

# RIVERSIDESTUDIOS

## JOB DESCRIPTION

<b>Position:</b>	Food and Beverage Manager
<b>Responsible to:</b>	Operations Director
<b>Hours of work:</b>	Permanent, full-time, 35 hours a week
<b>Applications to:</b>	careers@riversidestudios.co.uk Closing Date is 5.00pm on Sunday 16 June 2019

## Riverside Studios Background

Riverside Studios is reopening in the autumn of 2019 after a five-year redevelopment.

Riverside Studios is a dynamic cultural venue where audiences, artists and communities come together to discover and participate in extraordinary arts and entertainment. Our new building will offer flexible performance spaces, TV Studio, cinemas, event and rehearsal spaces, gallery, workspaces, an archive and bars & restaurants.

Riverside Studios will be a free-flowing confluence of theatre, film, music, dance, comedy, art, enterprise, events, innovative technology and hospitality.

Riverside Studios is operated by the charity Riverside Trust. Our charitable aims are to present high-quality arts and to make them accessible to all. We believe that the arts have the power to improve and change lives. Riverside Studios will be a gateway to the arts for everyone through our bold Artistic and Community Programme.

With over 650,000 visitors, 1,000 artists, 1,000 community members, 300 live performances, 150 TV shows, and 100 films a year Riverside Studios will be making a huge impact on the arts and local communities.

## Position Profile

Riverside Studios is looking for an experienced F&B Manager to manage our Bar, Kitchen, Bakery and associated catering functions, delivering excellent food and drink to audiences and visitors, and focusing on income generation. The F&B Manager will be responsible for a team of staff to help deliver maximum service, presentation, profitability and ongoing development of Riverside's bar and catering operation, including recruiting and training staff where necessary.

## **Main Duties and Responsibilities**

- Manage the installation and final build process of the catering and bar facilities at Riverside Studios.
- Work closely with the Operations Director to hire a team capable of delivering the required operation when the building opens.
- Develop the menu and overall F&B offering to be ready to present when the building opens to the public.
- To be responsible for the day-to day-management of the bar and catering operations, including all financial reconciliation and operational resource.
- To lead on and have responsibility for the financial operations of the bar and catering functions to ensure efficient running and maximisation of profit.
- To develop and deliver long-term strategic business development of the bar and catering functions in collaboration with the Senior Management Team.
- To recruit and develop a team to operate the catering operations, and ensure that current working regulations and good practice procedures are adhered to.
- Ensure the operation adheres to all Licensing, H&S and Food Hygiene regulations as required and liaise with the relevant local authorities and ensure all equipment is serviced and maintained as required.
- To develop, monitor, review and refresh the food and drinks menus with the Head Chef at Riverside Studios in order to provide all visitors to the building with interesting and appetising choices, ensuring the use of local and sustainable produce and suppliers.
- To lead on branding and social media presence of the bar and catering offers at Riverside Studios in collaboration with the Communications Manager.
- To collaborate closely with the Sam's Riverside to maximise trading power across the whole of Riverside Studios.
- To work with the Venue Operations Team to provide excellent customer service to all audiences and visitors to the building.
- To assist the Venue Manager in implementing all environmentally sustainable initiatives including the waste and recycling of the organisation.
- To ensure that the building conforms and exceeds Accessibility and Health and Safety requirements and to recognise and suggest opportunities for improvement.
- To ensure that all bar and kitchen staff have adequate and appropriate training in Health and Safety and incident and fire evacuation procedures.
- To work with the Venue Manager in developing risk assessments for the building and the productions.
- Be a qualified First Aider on behalf of Riverside Studios.

## **General**

- To maintain an office presence throughout the year and attend monthly Management and weekly Scheduling Meetings.
- Adhere to, and actively contribute to, Riverside Studios policies including Equalities (including diversity, access and equal opportunities), Environmental and Health and Safety.
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of Riverside Studios.
- To act always in the best interests of Riverside Studios and to represent the company with diplomacy, discretion and courtesy at all times.
- Carry out any other duties as may be reasonably required.

## Managing Your Own Performance

- Pro-actively monitor and assess your own performance in order to successfully fulfil your job description and, where possible, exceed the Riverside Studios' standards.

## Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

### Essential

- An affinity for the mission, vision and work of Riverside Studios and a passion to help achieve its success.
- Experience of managing a similar bar and catering operation, including financial planning and management.
- Proven experience of creating, motivating and managing an open and collaborative team, and leading by example with a positive attitude, a high level of self-motivation and ability to work using your own initiative.
- Excellent proven customer service skills and the ability to communicate effectively with people at all levels, both internally and externally.
- An understanding of equal opportunity and cultural diversity issues in the delivery of Riverside's services.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines and work within set budgets.
- Knowledge of Licensing, Health and Safety, employment law, the Disability Act and Food Hygiene regulations and experience of implementing and monitoring safe working practices.
- Proven IT skills across Office products.
- Flexibility in relation to duties and working hours which will require evenings and weekends.

### Desirable

- A personal license holder
- A valid First Aid at Work Certificate
- Qualifications in health and safety and food hygiene
- Able to start within four weeks of job offer

## Terms and Conditions

<b>Salary:</b>	£35,000 to £40,000 subject to experience.
<b>Working Hours:</b>	40 - 45 hours per week. The post holder will be required to work flexibly with regular evening and weekend work.
<b>Holidays:</b>	The annual leave entitlement is 25 days plus statutory holidays.
<b>Pension Scheme:</b>	Riverside Trust operates a stakeholder pension scheme to which the employer and employee both contribute
<b>Probation:</b>	Six months
<b>Contract type:</b>	Permanent
<b>Equal Opportunities:</b>	Riverside Trust supports the principle of equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practice during the recruitment of new employees, selection for interview is

based entirely on job related criteria. Riverside Studios complies with Equal Opportunities, Health & Safety, Personnel and other policies at all times.

**Confidentiality:** To keep confidential the internal workings of the Riverside Trust.

Riverside Studios encourages attendance of performances with a discretionary allocation of complementary tickets to employees.

## How to Apply

If you wish to apply for the position please see the Recruitment Timetable (below).

Please send:

- A comprehensive CV
- A covering letter (maximum two A4 sides) or two minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunity form

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'FOOD AND BEVERAGE MANAGER' in the subject line to [careers@riversidestudios.co.uk](mailto:careers@riversidestudios.co.uk).

Closing Date	Sunday 16 June 2019
Interviews	Weeks of 10 and 17 June 2019