

FACILITIES SUPERVISOR			
Reference No.	I590.01	Type	Generic
Service	Facilities Management		
Job Family	Technical	Grade	FC5
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Organising and supervising food service and ensuring an enhanced standard of cooking.			

Purpose		
Responsible for all day to day activities within a large/complex commercial facility which may include satellite services.		
To provide a financially viable Food and Beverage operation meeting the requirements of internal and external clients to an agreed standard whilst meeting all Council policies and relevant legislation.		
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
NVQ Level 2 in Hospitality or equivalent	✓	
Diploma in Food Hygiene		✓
Intermediate Food Hygiene Certificate	✓	
BICS Certificate or equivalent	✓	
Cooking experience within a restaurant environment (Deliver Results – See How We Work Matters Framework)	✓	
Food presentation skills	✓	
Ability to provide a regular and effective service	✓	
HNC in Hospitality		✓
Self-motivating skills		✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supervising and operating bar service, including ordering, stocking and cellar work.	Marketing and Promotional Skills Multi outlet experience Bar operation experience		✓ ✓ ✓
Supervising employees including allocation of duties, work rotas and training.	Supervisory experience in a commercial facility Experience in staff training Experience in conducting interviews	✓ ✓	✓
Undertaking responsibility for hygiene and Health and Safety in the Catering area and ensuring security and maintenance of equipment.	Experience of using a wide variety of kitchen equipment		✓
Undertaking clerical duties including ordering of supplies, sales and purchase reconciliations, stock control and costing documentation, HR procedures and associated returns and operation of IT Equipment as appropriate.	Basic IT skills (Embrace information & technology) Numeracy skills Literacy skills Budgeting and costing Experience	✓ ✓ ✓ ✓	
Liaising with potential customers, making 'on the spot' decisions as events dictate, and deputising for the Facilities Coordinator/Area Coordinator in these areas when required.	Communication skills (Take ownership) Team working skills (Work together)	✓ ✓	

Role Profile

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Periodically, serving customers, accepting cash/credit transaction in the bar or café, setting out and clearing of tables/chairs etc., and food delivery by appropriate means.	Interpersonal skills (Focus on customers)	✓	
Ensuring the appropriate cashing up of tills and banking of monies in accordance with financial procedures, completing required returns for Head Office.	Experience of financial procedures		✓

Undertaking all other duties as required for the role. Duties will be in line with the grade.

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results