



Job Description

Job Title	Food and Beverage Manager
Reporting to	General Manager
Responsible for	Front of house team members focusing on bar and kitchen staff
Hours	Full Time 35-45 hrs per week including evenings and weekends
Closing date	9 th March 2022
Rate of pay	Up to £28 000
Location	Genesis Cinema

Job Purpose

To make Genesis' food and beverage offerings a major incentive for customers whether watching a film or just visiting the kitchen and bar, continuing to make the cinema a hub of excitement and entertainment every night of the week.

To ensure a high standard and adaptable approach to food and beverage offerings across all stations with a focus on bar and kitchen.

To ensure the smooth running of the food and beverage station and cater to general release cinema guests and high volume events.

To develop the menu with a creative and experimental outlook

To train the staff to deliver all products and offerings in a timely fashion and to a high standard.

To assist with ordering stock and stock counts.

Key responsibilities and duties

- Improve and regularly update the menu to reflect current trends and tastes offering an experimental and creative approach.
- Leading, managing and motivate a team of up to 12 staff per shift ensuring high performance standards including conducting appraisals and training in line with relevant company procedures and H&S guidelines.
- Work closely with the events team to manage and facilitate over 200 events each year, creating custom menus when required and ensuring that orders can be delivered on time and to the brief.
- Train staff to ensure a unified high level of customer service in line with our core family values.
- Ensure cleanliness, food hygiene and health and safety procedures are up-to-date and adhered to by all staff.
- Maintain the safety and security of the bar for customers and staff according to company policy and relevant law.

- Manage stock levels, place orders and assist with stock counts.
- Respond to customer issues in person and be able to trouble shoot a variety of issues.
- Maintain and develop relationships with current and new local and national suppliers and partners and negotiate deals with them.
- Constantly be looking to update the menu to reflect and anticipate trends and tastes with focus on creating bespoke cocktails for events and hires.
- Able to prepare food and beverages in a timely manner and to a high standard.

Personal Specification

Bar Manager

Requirement	Essential or Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> • First Aid certificate • COSHH training • Food Safety Level 2 	Desirable Desirable Essential
Experience <ul style="list-style-type: none"> • Cocktail bar experience • Leading a team during high volume event situations • Creating bespoke cocktails • Managing stock levels • Stock ordering • Event catering • Working in a kitchen • Taking order and preparing food 	Essential Essential Essential Essential Essential Desirable Essential Essential
Knowledge <ul style="list-style-type: none"> • A deep passion for film and cinema • An understanding of food hygiene, first aid and health and safety practices • Extensive knowledge of cocktails and mixology 	Desirable Essential Essential
Skills and Competence <ul style="list-style-type: none"> • Excellent Time Management Skills • Ability to delegate • Clear communication skills 	Essential Essential Essential
Personal attributes <ul style="list-style-type: none"> • A passion for customer service and providing unique experiences • An eye for service and presentation detail • Positive and proactive attitude • A team player who leads by example • Enthusiasm for developing and experimenting to improve food and beverages offerings. • A creative flair to working with a willingness to adapt and react to changes 	

