

# Job Description: Head of Hospitality

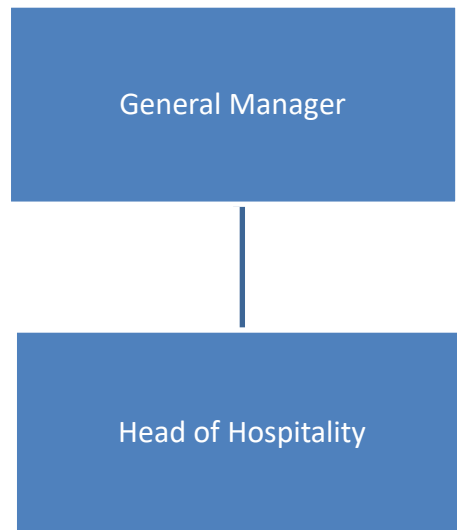


Function:	
Position:	<b>Head of Hospitality</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Catering Service Director
Additional reporting line to:	
Position location:	Preston North End

## 1. Purpose of the Job – State concisely the aim of the job.

- Maximise the profitability of the contract within area of responsibility and deliver the required results
- Manage site specific conference & banqueting and hospitality services including teams in accordance with the contract and SLA's in place.
- Ensure business deadlines and targets are met in a timely manner and/ or as directed by the CSD
- Manage the services and teams to the agreed standards
- Lead the team by example and take responsibility when needed, act with initiative, demonstrate energy and enthusiasm.
- Take accountability and responsibility for delivering required results
- Maintain personal resilience in all situations
- Prioritise workloads effectively, plan activities to meet the needs of others. Show attention to detail proactively plan activities and time to minimise reactivity and maintain a sensible work-life balance.
- Ensure company policies and security is adhered to at all times ref stock with no unauthorised access.

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Contract is performing to SLAs and budget and costs are being controlled by promoting cross-departmental efficiencies to assist in the control of labour costs
- Measurably strong client perception and satisfaction with services delivered
- High levels of client engagement via demonstrably strong relationships built on mutual respect and trust
- P&L's managed to deliver and exceed budget, commitment registers kept up to date, purchase orders raised and authorised appropriately and business is traded correctly and on time
- High-levels of team engagement
- Cost centres managed appropriately, commitment registers kept up to date, purchase orders raised and authorised appropriately and business is traded in the correct period
- Service standards in line or above client expectations and reviewed on an ongoing basis for both match day and non-match day operations i.e. post-match and monthly
- Lead in controlling costs in unit; costs controlled to budget and cross-departmental efficiencies are identified and developed i.e. labour, expenses and all variable costs
- Maintain a positive team culture where all members work in collaboration and support each other as required
- A positive working relationship with the client is evident with "Win-win" scenarios
- Develop and maintain a positive attitude to continuous improvement with regular meetings to review service styles using mystery shop data and other feedback mechanics. Ensure full team engagement in the process
- Have open two way communication between all departments
- Processes are developed and followed to ensure all departments have the necessary information pre-and post-event

- All standards in the operational audits are effectively passed by the business units such as Safeguard, Unit Business Health Checks and Mystery Shops
- Maintain high performing teams, demonstrated through Aspire , talent and succession planning processes and staff engagement surveys and IIP accreditation
- Maintain high standards of appearance and personal hygiene

## 5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Ensure that all the company's accountancy practices and Project Clear guidelines are adhered to at all times and that business forecasts are carried out on a weekly basis to track performance V budget (forecast). Ensure that results are reported and action plans are put in place where necessary and as advised by the commercial team
- Ensure 5-star standards in our hospitality operations whilst controlling cost and delivering client and satisfaction
- Control all match day and non-match day staffing operations via communications with the Staffing Manager
- Ensure that costs and expenditure are controlled in line with budget utilising nominated suppliers and maximising labour productivity in line with current labour efficiency models, policies and procedures-ensuring that forecasts and actuals are entered and remedial action is taken as appropriate in order to achieve budgeted/ forecasted P&L
- Continually seek ways to enhance quality through innovation and cost efficiencies by monitoring performance against existing standards and ensure that standards across the site are in accordance with the SLA' in place
- Manage team to ensure that both business objectives are met and standards are delivered competently and consistently and personal objectives through regular 1-2-1 meetings, Aspire and business reviews ensuring that targets are monitored and met. Develop a motivated, respectful, trusted and stable team by giving clear direction, sharing information and employee engagement
- Lead and manage the C& E team and actively promote Preston North End for both internal and external clientele
- Undertake duty management and operational shifts as required
- To ensure client billing is both accurate and timely.
- Good productive long term client relationships are developed with clients and agents and our on-site client to generate win-win situations. Manage complaints in a proactive manner and implement action plans to rectify as necessary
- Seek new ways to drive revenues and maximise sales across all operational departments i.e. Hospitality F&B and C&E
- Ensure the unit complies with all company and client policies, site rules and statutory regulations i.e. licencing laws, Trading Standards and EHO.
- Manage the H&S operational requirements for the site. Liaise with the client H&S representative to comply with local regulations examining safe working practices, RA's, hygiene, accidents, fire and COSHH requirements including awareness of any specific hazards in the workplace. Ensure there is a two way communication with Safeguard and that any H&S incidents are managed appropriately and effectively in conjunction with Safeguard
- Facilitate a high support, high challenge performance management culture that motivates an engaged workforce
- Manage and update a post-match day maintenance log and take necessary actions as required

## 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Service Standards across site are either in line with or above our client's expectations and reviewed on an ongoing basis.
- Labour management
- Operational standards on all match days
- C&E benchmarking continuous improvement
- Health and Safety utilising the Sodexo SEM's system
- Develop and grow match day sales throughout all areas i.e. Hospitality establishing a target led culture

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Experience in leading a C&E/ Hospitality operations team
- Expertly manage day to day challenging client relationships
- Well-developed verbal, non-verbal, presentation and communication skills
- Experience of delivering high quality hospitality operations
- Proven experience in managing P&L accounts and driving profitability
- Operational knowledge, skills and experience in managing multi service operations
- Management of large and diverse teams
- Manage multiple workloads and shifting priorities
- Deliver excellence in operational service standards and customer satisfaction
- Demonstrate resilience when faced with conflicting business challenges
- Ability to interpret and utilise varied financial and commercial information
- Excellent interpersonal skills and ability to communicate effectively with customers, clients and employees at all levels
- Achieve set, standards and operate to performance criteria; for example health and safety, hygiene
- Personal licence holder
- Stadia and Event management experience
- Self-motivated and able to work on own initiative

**Desirable**

- IOSH managing safely qualification
- CIEH Level 3 qualification

**Contextual or other information**

- Travel and overnight stays may be required to undertake training and business requirements
- To relieve and assist in other establishments in exceptional circumstances.
- To attend meetings and training courses as requested.
- This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Growth, Client & Customer Satisfaction / Quality of Services provided	Leadership & People Management
Rigorous management of results	Innovation and Change
Brand Notoriety	Analysis and Decision Making
Commercial Awareness	Industry Acumen
Employee Engagement	
Learning & Development	

**9. Management Approval** – To be completed by document owner

Version	V1	Date	28/06/2023
Document Owner	Julie Hainsworth		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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