

PRIVATE AND CONFIDENTIAL

JOB DESCRIPTION

Hospitality Supervisor – Aberdeen Football Club

Number of Positions	1
Position Type	Unbanded – Blue
Segment	Sports and Leisure
Contract Type	Casual
Contract Hours	0
Salary	Subject to Discussion
Reporting To	Hospitality Manager
Direct Reports	Catering Assistants

INTRODUCTION

Sodexo is currently looking to recruit an experienced Hospitality Supervisor. This role will require the candidate to work frequent weekend and evening functions and to be flexible in supporting various departments out with their own.

Aberdeen Football Club has a rich and fascinating history: partnering with Sodexo they have an exceptional record of providing premier meetings and events. With an award winning match-day program they offer a range of options to their clients from corporate exhibitions or conferences to intimate dinners or large weddings. With Sodexo there is no substitute for all round quality of service and meeting the needs of our customers. Sodexo has a fantastic, well established team in place that has created a positive culture based on their lively and passionate approach. They are very proud of their product and the service they offer to their clients.

MAIN RESPONSIBILITIES

- Day-to-day supervision of all hospitality operations within the unit
- Lead your team to provide food and beverages for meetings and functions
- Conduct stock takes as required by the hospitality manager
- Assist HR with providing mandatory training to staff in line with Sodexo training policy
- Work closely and liaise with the venue client
- Work closely with the Sales Department to ensure consistent and effective communication regarding upcoming events

THE IDEAL CANDIDATE

ESSENTIAL

- At least two years previous experience in a similar role
- Valid Scottish Certificate for Personal License Holders
- Excellent people skills with the ability to set an example of market leading customer service
- Knowledge of cash handling, health and food safety
- Excellent communication skills and ability to communicate at all levels

- Experience of managing a mass-catering operation (300+ Covers)
- Proactive and highly organised with a great attention to detail

DESIRABLE

- Experience of public catering operations
- Knowledge of COSHH
- Valid First Aid at Work Qualification