

Job Description:

Deputy General Manager

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| Function: | | | Catering Operations | | | | | | | | |
| Position: | | | Deputy General Manager | | | | | | | | |
| Job holder: | | |  | | | | | | | | |
| Date (in job since): | | |  | | | | | | | | |
| Immediate manager | | | General Manager – Knebworth Barns | | | | | | | | |
| Additional reporting line to: | | | N/A | | | | | | | | |
| Position location: | | | Knebworth Park, Hertfordshire. | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | |
| * Manage operations across site location * Maximise the profitability of the business * Lead, develop and manage a high performing team | | | | | | | | | | | |
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| 2. Dimensions. | | | | | | | | | | | |
| Business turnover - £1.3m |  | Retail turnover | | £250,000 |  |  | Food COS target |  | 20% |  | |
| C&E turnover | | £1,050,00 |
| Direct Reports | | 2 | Liquor COS target |  | 25% |  | |
| Total labour % target | | 39% |
| Business operates 7 days a week with a large proportion of business falling on evenings and weekends. | | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 3. Organisation chart |
| |  | | --- | | General Manager  Head of Talent  Commercial manager  Sales Manager  Head Chef  Deputy General Manager  Snr Sales coordinator  Sales coordinator x 2  Duty  Manager x 2 | |

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| **4. Context and main issues** |
| * Manage service delivery across multiple private event spaces and public outlets simultaneously * Manage a comprehensive compliant Health and Food Safety management system * Manage a cost bases within budgetary parameters * Develop a strong service delivery team * Provide hands on operational support as required |

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| 5. Main assignments |
| * Manage public and event operations * Support sales function operations as required * Lead, develop, manage and motivate a high performing operational team * Support the General Manager in the development of business * Identify opportunities to grow sales and maximise operating profit * Build a strong client relationship   Growth and customer satisfaction   * Receive and act upon all customer feedback * Effectively manage the operation in line with business objectives * Manage standards and quality across all areas of the operation   Rigorous management of results   * Undertake operational duties as required to support the business * Support P&L management * Ensure stock is effectively managed and controls are implemented * Ensure all purchasing is compliant. * Carry out reviews with reporting managers at the end of each period to discuss departmental performance. * Ensure the business operates with robust food safety and health and safety controls in place * Ensure the business complies with all Company policies and procedures/site rules and statutory regulations and that licences and qualifications are met * Ensure that the appropriate training and development plans are in place for all employees within the business to ensure that statutory requirements are met and development training activities are carried out and recorded   Leadership and people management   * Recruit, induct, motivate, manage, train and develop all employees following Sodexo HR policy and guidelines * Oversee labour management   **Innovation and Change**   * Continuously seek ways to enhance quality through innovation and cost efficiency   Planning and Organising   * Manage and develop interdepartmental communication to ensure the holistic product is correctly and seamlessly delivered * Plan and prioritise workload and tasks effectively for self and others to minimise reactivity, maintain a work life balance and ensure the right number and calibre of personnel are allocated to logistics tasks |

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| 6. Accountabilities |
| * The business operates in line with the contractual service level agreement * Service standards are delivered in line with expectations * Operating costs are effectively controlled within budgetary parameters and efficiencies are developed where possible * Front line delivery resource including a casual labour pool is built to effectively meet the demands of the business * All team members receive formal mandatory and relevant skills training * Processes and controls are developed and implemented across all areas of the operation * Safeguard and EHO audits are passed * Product development is achieved * KPI’s are and delivered |

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| 7. Person Specification |
| Essential   * Proven track record in operational management in a similar environment * People management experience * Ability to interpret and utilise financial and commercial information * Excellent communication skills * Good standard of literacy and numeracy * Experienced in using Microsoft Office * Self-motivated and able to work on own initiative within a team environment   Desirable   * IOSH managing safely qualification * CIEH Level 3 qualification |

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| 8. Competencies |
| |  |  | | --- | --- | | * Client Growth and Customer Satisfaction | * Innovation and Change | | * Rigorous Management of Results | * Brand Notoriety | | * Leadership and People Management | * Planning and Organising | | * Analysis and Decision Making |  | |

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| 9. Management Approval |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 16/3/2018 | | Document Owner | Julie Baggett | | | |

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| 10. Employee Approval |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |