

Job Description:
Back of House Supervisor

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| Function:  | Catering |
| Job:  | Back of House |
| Position:  | Back of House Supervisor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Executive Head Chef |
| Additional reporting line to: |  |
| Position location: | Everton Football Club, Goodison Road |
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| 1. Purpose of the Job.  |
| * To oversee the entire goods in, delivery process and stock management including all due diligence recording for the hospitality and C&E department within Goodison Park.
* To take full responsibility of the casual kitchen porters including recruitment, training, supervision and weekly rotas
* To be responsible for driving compliance of Health, Safety, Food Hygiene and COSHH regulations.
* Liaise with the kitchen team in order to ensure the kitchen is fully health and safety compliant.
* Support the Executive Head Chef with basic food preparation as required.
* To promote Sodexo values
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add point
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| 3. Organisation chart  |
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| **4. Context and main issues**  |
| * Fluctuating levels of business which vary between match days and non-match days
* Stadium infrastructure
* Intense levels of business during peak periods
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| 5. Main assignments  |
| * In charge of leading, motivating and developing the back of house casual team.
* Continue to direct hire casual workforce for match days
* Responsible for cleaning rotas and compliance
* Liaise with chefs and management to order relevant stock required.
* Ensure all deliveries are received and stored in line with company policy.
* Store food products in compliance with safety practices
* Monitor waste, ensuring that it is kept to a minimum and action plans are put in place as necessary
* Liaise with Safegard as necessary
* Comply with all Company & client policies, procedures and statutory regulations including Human Resources, site rules, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace
* Participate in any necessary training and team meetings as required to complete job responsibilities
* Work as a team to promote harmonious working relationships within the Sodexo team
* Continue to direct hire casual workforce for match days
* Report immediately any incidents or accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
* Develop relationship with service operations
* Adhere to Sodexo purchasing policy with that of the segment and wider Sodexo business
* Carry out other reasonable tasks as directed by management
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| 6. Accountabilities  |
| * Manage and co-ordinate the pot wash area in order to ensure the chefs have all the apparatus required
* Adhere to the client’s waste streaming and recycling policy to maintain the PL rating
* Managing the entire goods in, delivery process and stock management for the hospitality and C&E department within Goodison Park to ensure budgets/forecasts are achieved
* Recruit, train & supervise casual kitchen porter team, to ensure efficiencies ways of working and full compliance with all Food, H&S guidelines.
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| 7. Person Specification  |
| * Highly motivated and pro-active; act with professionalism and positivity in all interactions
* Proficient in data entry, maintaining a high standard of numeracy and level of accuracy
* Excellent organisational and analytical skills, having good time management and able to prioritise and multi-task in a fast-paced environment
* A strong team player with a flexible attitude and willingness to learn
* Good communication skills
* Strong leadership skills
* Be able to work effectively as part of a team
* Excellent team player with a positive, flexible and enthusiastic attitude
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * **Leadership & People Management**
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| * **Rigorous management of results**
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * **Employee Engagement**
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Jo Wetherill |

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