

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 |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * **Leadership & People Management** | | * **Rigorous management of results** | * Innovation and Change | | * Brand Notoriety | * Business Consulting | | * Commercial Awareness | * HR Service Delivery | | * **Employee Engagement** |  | | * Learning & Development |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | V1 | Date | July 2020 | | Document Owner | Jo Wetherill | | | |