



Job Description	
<b>Job Title</b>	Food & Beverage Assistant
<b>Hours of Work</b>	Standard working week will be a minimum of 40 hours excluding lunch breaks of half an hour daily. In addition, you will also be required to work outside normal office hours in the evening and weekends for match days, weddings and other business events as and when required to meet the demands and nature of the business.
<b>Location</b>	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
<b>Responsible to</b>	Bar Manager
<b>Responsible for</b>	Reporting directly to the Bar Manager to support and assist in the planning, preparing and delivery of first class hospitality service within the Food & Beverage department.
<b>Duties &amp; responsibilities</b>	<p><b><u>F&amp;B main responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Work closely and support the existing hospitality team including the Bar Manager, Head Chef and his team, event co-ordinators, catering team, for planning, preparing and delivery of all food and beverage functions at the Club.</li> <li>• Being pro-active in assisting the Bar Manager with the Events &amp; Hospitality team at busy periods and importantly be involved in being 'hands on' when required.</li> <li>• Organising, preparation, and set up and refreshing of conference and meeting rooms, bar areas, and including washing up areas and holding kitchen. Clearing rooms and kitchen areas afterwards ready for next booking.</li> <li>• Keeping a record of stock, and arrange effective ordering of new or additional items when required.</li> <li>• Checking of any deliveries, including food, bar supplies or equipment and checking and handing over of delivery notes to the Accounts Department.</li> <li>• Make sure all crockery, glassware and cutlery is in excellent condition, cleaned on a regular basis and replenished where necessary and stored away correctly and to keep system and stock levels sufficient.</li> <li>• Checking of floats both in and out for start and end of shift, and liaising with Line Manager of any discrepancies.</li> <li>• Support hospitality staff with a positive, helpful and approachable attitude leading by example. Encourage and guide staff to maintain high levels of customer service. Ensure that staff are fully equipped</li> </ul>





to wear correct uniform.

- Attend regular staff training, including any training or development where appropriate and necessary.
- Ensure strict awareness and compliance with all Health & Safety work practices including good practice for standards of hygiene ensuring the highest standards of safety and hygiene. Reporting and recording any accidents and dangerous occurrences. Visibly demonstrate commitment to and compliance with the safety rules.
- Awareness of any improvements that can be applied to security and safety of the venue and reporting to the Bar Manager and relay any ideas and suggestions.
- On occasions to be responsible for the locking up of the premises after an event, making sure all doors, windows, exits are locked and secure, and that lights and equipment are switched off and the alarm is set. This will include being key holder for this purpose.
- Responsible for checking food and drinks to be presented to the customer is in line with function schedule and correct before being delivered
- Checking thoroughly of function schedules to ensure rooms are set up correctly with first class presentation
- Ensuring all areas of hospitality including reception areas are kept at a high standard of tidiness and cleanliness
- Clearing rooms and kitchen areas afterwards ready for next booking.
- Keeping a record of stock, and arrange effective ordering of new or additional items when required
- Responsible for keeping fire exits and stairways clear and to report any repairs or renewals to Line Manager for immediate action.
- Equipment to be stored correctly in the relevant storage area at all times when not in use, reporting any repairs or breakages to Line Manager.
- Making effective use of your own available time and other staff who may have spare availability, on every event.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for





	<p>everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage &amp; civil Partnership, Pregnancy &amp; Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.</p> <p>Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the upmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.</p>
<b>Qualifications:</b>	<p>5 GCSE Grade C (4's) or above, or equivalent experience Basic Food Hygiene or equivalent previous knowledge</p> <p>Desirable Desirable</p>
<b>Experience:</b>	<p>Experience within hospitality or housekeeping environment Familiarisation with first class customer service Sound knowledge of food &amp; beverage products</p> <p>Essential Essential Essential</p>
<b>Skills &amp; Knowledge:</b>	<p>Excellent understanding of written English and able to communicate effectively</p> <p>Essential</p>
<b>Qualities:</b>	<p>Keen attention to detail and an excellent timekeeper Good Communication Skills Possess a 'can-do' attitude and be a proactive team player Able to work in a fast-paced dynamic environment</p> <p>Essential Essential Essential Essential</p>

