



Elmore Court

ENGLAND

Assistant Food and Beverage Manager

About the Job

Elmore Court is an award-winning wedding and events venue in Gloucestershire with a family history going back nearly 750 years. Its current owners have transformed the house into a place for celebration and festivities that has a wonderful contrast between genuine heritage and cutting-edge contemporary design.

We are looking for an Assistant Food and Beverage Manager to join our team. This is a management position and therefore commands a strong level of responsibility for supporting the Food & Beverage Manager in all banqueting operations, staff recruitment and helping to train and develop a large casual front-of-house team. This role requires someone very independent with excellent customer-service skills and attention to detail.

Knowledge and passion for great food & drink and events is essential. You must be happy to work evenings and weekends and be totally happy to go the extra mile for our customers. The majority of our events are large scale weddings and therefore experience within an event-catering role would be beneficial. Full training can be provided for the right candidate.

Key Duties and Responsibilities

- Working closely with the F&B manager and Head Chef to ensure all banqueting operations are delivered to an exceptional standard.
- Assisting and overseeing services of breakfasts for up to 40 & banquets for up to 200 guests.
- Helping to ensure smooth & efficient running of the bar operation, through stock ordering, cost control & meeting GP targets.
- Conducting meetings and menu tastings with clients.
- Assisting in creating rotas to ensure appropriate staffing levels for each event that remain within set KPIs.
- Have a confident understanding of what we do and how we do it.
- Working to create a positive, friendly and inspiring environment for all clients and colleagues.
- Ensure good communication between other departments at all times.
- Be willing to be part of the team and perform other duties if required. Be willing to get stuck in!

Key Skills & Requirements

- We are one of the country's leading wedding and events venues and as such have a very high standards of customer service.

- You will need to have a genuine passion in hospitality with excellent communication skills both written and verbal, be highly organised, numerate, proactive and approachable.
- You will need to work effectively under pressure and deal with the unexpected.

Qualifications

- Education in sales, hospitality and/or food management – Desirable
- Educated to degree or equivalent – Desirable

Experience / Knowledge

- Previous experience of working and effectively managing high-end banqueting and weddings would be beneficial.
- Sound knowledge of food & drink trends.
- Experience in financial reporting and budgeting.
- Previous experience in customer service is essential.

Skills / Abilities

- Hospitality or events experience with an eye for detail.
- Some experience in recruiting, training and managing a team.
- Extremely well organised and hard working.
- Computer literacy essential- we use Apple Computers so knowledge of that would be good.
- Love and passion for local and sustainable lifestyles.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues.
- Prepared to work evenings, weekends and shift patterns that the business requires.
- Gregarious, diplomatic and the ability to work under pressure.
- You will need to hold a driving license and have your own car as public transport connections are almost non-existent.

Salary and hours

This is a full-time role (i.e. 5 days a week) mostly from Tuesday to Saturday and often late at night.

Starting salary will be between £20K and £25K depending on experience. You will be eligible for performance related bonuses.

How to apply?

There are three things you need to do.

1. Send us your CV and any supporting materials as you would for most applications.
2. Make a video of yourself no longer than 2 minutes long and tell us about yourself and why you'd be great working at Elmore Court.

3. Send both the CV and a link to your video to us.

Start date

We are expecting considerable demand for this role and suggest applying for this role as soon as you can.

We are looking to fill this position by June 2021.

If this sounds like you then please get in touch. We have a great team and are really looking forward to some new folks to join us!