

Job Description

Job title:	Beach Hut Supervisor
Department:	Food & Beverage
Responsibilities:	To support the F&B Manager in the day to day running of the Beach Hut
Reports to:	Food and Beverage Manager
Pay and benefits:	£23,320.00

Principal purpose of role	<ul style="list-style-type: none"> To support the F&B Manager in running the Beach Hut To ensure the Beach Hut provides a friendly and efficient service at all times. To assist the Manager to ensure that all compliance is met in the Beach Hut.
Area of responsibility/tasks	<p>Main Beach Hut duties</p> <ul style="list-style-type: none"> To serve customers in a friendly, helpful and efficient manner To present the Beach Hut to a high standard at all times To prepare and serve hot drinks and snacks as required To prepare and cook small meals adhering to food hygiene regulations To help with deliveries, transport and unloading as required To fulfil daily ordering tasks To maintain the Beach Hut and workspace to a high standard of cleanliness To assist with catering for meetings and functions, as required To ensure all SFBB paperwork is filled out correctly at all times To work with Beach Hut team members to ensure correct procedures are being followed at all times To be a key holder and be responsible for opening/closing the Beach Hut when needed <p>Assistance with increasing sales</p>

	<ul style="list-style-type: none"> • To be aware of the Beach Hut’s performance, and the role the Beach Hut assistant plays in increasing sales • When serving customers, to demonstrate selling skills • To be able to voice new ideas to improve customer experience and menu choice <p>Food Safety</p> <ul style="list-style-type: none"> • To maintain the workspace to a high standard of cleanliness • To assist the Manager with inspections and checks • To wear the uniform and personal protective equipment as supplied and maintain a high standard of hygiene at all times • To ensure allergy controls within the Beach Hut are adhered to at all times • To ensure all team members are following correct working practices
Customer service	<ul style="list-style-type: none"> • To provide a smart, polite and friendly service to all customers • To be aware of all the services offered by St Aubyn Estate Holidays, as well as being able to answer broader questions (or know who to ask)
Health and safety / security	<ul style="list-style-type: none"> • To follow safe cash-handling procedures • To remain vigilant at all times • To work to safe working practices • To be aware of emergency and first aid procedures • To be vigilant for any hazards and report them immediately • To attend any necessary training courses • To be aware and understand operational procedures • To ensure all storage areas are kept clean and tidy at all times
Communication	<ul style="list-style-type: none"> • Help to check in with other staff member when lone working • To report any maintenance issues to the manager promptly • To assist guests who come to the Beach Hut requiring assistance • To delegate tasks to Beach Hut team members
Vision and values	<ul style="list-style-type: none"> • Understand and demonstrate the behaviours that underpin our values. • Be aware of your role in achieving our vision and objectives. • Lead by example and follow correct working practices

Other

- Any other tasks which are reasonably requested, for the better performance of your duties or for the achievement of our vision.
- To help to train and support new/current members of staff.