



**Job title:** Food & Beverage Supervisor

**About us:**

Caversham Lakes founded in 2020, is a lake in the heart of the Thames Valley. We offer a wide range of activities from open water swimming, SUP boarding, kayaking, canoeing & aqua park. We also have over 40 acres of parkland for camping and glamping with a private island available for weddings, parties and celebrations.

Caversham Lakes is a fun and safe destination for families & friends and we rely on our teams to provide a fantastic and memorable experience for all our guests.

**Main purpose of job:**

You will be required to supervise a team of Bar Staff and Café Staff (Food & Beverage Team) and help them to prepare meals, drinks and snacks for customers at the lake while maintaining a high standard of customer service. With support from your team, you will ensure the smooth running of the bar operations and deliver the highest standards exceeding customer expectations

**Department:** Food and Beverage

**Main duties**

- Ensure that all Bar and Café equipment is in good working order
- Ensure the Bar and Café opens and closes on time and is ready to trade
- Create weekly work schedules and station rotation schedules for staff and report payroll info
- Assist the F&B/General Manager with planning of activities and stock for a week or month ahead
- Restock and replenish inventory and supplies
- Assist in the induction of new staff, providing shadowing shifts where necessary
- Actively ensure that health and safety and licensing legislation is being observed
- Follow all Till and Cashing up procedures and ensure all staff are following them correctly
- Assist in cash handling procedures
- Give regular feedback to relevant management on stock control, stock to cash ratios, weekly / monthly stock figures etc
- Ensure stock rotation occurs and stock is 'held' in the correct manner, recording any wastage
- Help the team prepare alcohol or non-alcohol beverages for bar and restaurant patrons especially in busy periods
- Help the team prepare meals, snacks and drinks, (hot and cold) especially in busy periods
- Check customers' identification and confirm it meets legal drinking age
- Undertake any additional relevant ad-hoc work as reasonably requested by the F&B Manager



# CAVERSHAMLAKES

SWIMMING • WATERSPORTS • EVENTS

<b>Skills:</b>  Essential <ul style="list-style-type: none"><li>• Previous relevant Bar/Café experience</li><li>• Level 2 food hygiene certificate</li><li>• Ability to work within a team and supervise a shift</li><li>• Excellent customer service skills</li><li>• Good time management</li><li>• High standards of honesty and integrity</li><li>• Strong work ethic and totally reliable</li></ul>	  Desirable <ul style="list-style-type: none"><li>• Experience of events in a front of house role</li><li>• Able to speak a second language</li><li>• Educated to A level or equivalent</li></ul>
<b>Salary:</b> TBC	<b>Contract Type:</b> Fixed Term - Zero Hour

**Last updated:** *January 2021*