

Food & Beverage Supervisor

Permanent

Department: Catering, OGGS	Reporting To: Food & Beverage Manager	Salary: £28,000 per annum
Location: Westminster, London	Hours: 40 hours per week	Holiday: 23 + 2 fishing days per year
Date of Advertisement: 22/04/2022	Closing Date: Until position is filled	Interview Date: TBC

The Organisation:

The Institution of Civil Engineers (ICE) is an international membership organisation that promotes and advances civil engineering around the world. ICE is a qualifying body, a centre for the exchange of specialist knowledge, and a provider of resources to encourage innovation and excellence in the profession worldwide. The headquarters for ICE are based in One Great George Street which doubles as an award-winning central London conference centre, event, and wedding venue.

The Role:

High standards are the norm here at One Great George Street, both in our service standards and in how we work as one flawless team. You must like putting in a busy and full day at work which will be taking responsibility for several areas including the supervision of plated private dining, banqueting, and conferences as well as cover in our Café-Bar. Reporting directly to the Food and Beverage Manager you will play a vital part in ensuring the Health and Safety of our product and our team. In short, you will be held collectively responsible for ensuring that One Great George Street lives its customer promise of “One Great Venue....One Great Standard” and of consistently offering guaranteed great service every day.

Duties and Responsibilities:

- To lead and motivate the Café Bar and functions teams, and to promote a proactive and dynamic working relationship with the Kitchen and Front of House team in order to provide an overall memorable dining experience for our guests.
- Facilitate all systems and procedures to enable the smooth operation of the POS system and online diary management.
- To be conversant with all current menus and wine lists and brief staff accordingly.
- To assist in supervising functions, events and to assist in the Café Bar or Room Service when required.
- To maintain ordering programmes and till systems.

What we are looking for:

Our ideal team member will have held a senior supervisor / supervisor post within a Hospitality business / operational environment and be educated to NVQ/HNC or above in Hospitality / Catering management. A WSET basic wines and spirits certificate or equivalent is desirable. Training in health and hygiene and an understanding of COSHH are essential. A Basic food hygiene qualification would be the minimum accepted with any application. The successful candidate will be hard-working with a passion for great service and a commitment to customer first. A sound knowledge in all areas of front of house operations is essential as is the need to be able to cope well under pressure. You should be an effective team player, and an enthusiastic all-rounder who will enjoy the opportunity to grow and develop. There is paid overtime available with this role which will include occasional weekends and evenings.

ICE Group benefits include:

- 25 days annual leave plus Bank Holidays (pro-rata)
- Shutdown over Christmas period
- Annual £100 allowance towards your well-being
- Discounted food from on-site Café bar
- Up to eight per cent of salary contributed to a personal pension scheme
- 24-hour employee support line
- Death in service benefit equivalent to one year's salary
- Interest free season ticket loan
- Cycle to work scheme
- Big Gym membership savings with the Gymflex scheme
- Your Rewards discount scheme

To apply please email a CV and cover letter to buildyourfuture@ice.org.uk.

General Data Protection Regulations (GDPR) 2018

The data collected via this application process will only be used by the ICE Group for the purpose of recruitment and for the performance of an employment contract if a job offer is made. This data will not be disclosed to any external sources without express consent unless required to do so by law. Unsuccessful applicants' data, both electronic and paper will be deleted/shredded six months from date of application. The ICE Group's Data Protection Officer is Keith Logan, Group Head of Management Information Systems who can be contacted at Keith.Logan@ice.org.uk. Applicants have the right to complain to the ICO at <http://ico.org.uk/> if they have a concern with the way ICE are handling their data.