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| **HOSPITALITY SUPERVISOR****SALARY GRADE: HBC4** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As Hospitality Supervisor you will be assisting the management team in overseeing daily hospitality operations at Halton Leisure Centre, including staff, stock, events, and promotions.More specific responsibilities include:* Plan and prepare meals, including portion control, menu adjustments, and special diet provisions as advised.
* Supervise and train kitchen staff in production methods, service standards, and work organization, including rota management and meal transportation as needed.
* Maintain accurate records, including stock control, sickness reporting, food orders, invoices, cash reconciliation, and weekly catering documentation for audits.
* Monitor food and vending costs to achieve targets, taking corrective action as guided by the General/Facility Manager.
* Comply with all relevant legislation, including Fire, Health and Safety, Food Hygiene, Licensing Law, Trading Standards, and COSHH, along with council policies.
* Foster positive relationships with Halton Leisure Centre customers and ensure high standards of customer service.
* Reconcile tills daily, reporting significant variances to the Facility Manager.
* Ensure cleanliness and presentation of the café, both front and back of house.
* Lead by example to deliver excellent customer service and maintain standards.
* Manage stock levels, verify deliveries, and support weekly stock audits with General/Facility Manager approval.
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| About You |
| It is essential that you have the following qualification for this role: NVQ in Catering or equivalent In addition you will have:* Proven experience in a community facility or similar environment.
* Extensive background in catering with several years of hands-on experience.
* Outstanding communication skills, both verbal and written.
* Exceptional customer service abilities, ensuring a positive experience for all.
* Strong capability to work effectively both independently and collaboratively within a team.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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