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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. | |
| 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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