

# Harwell

## **JOB DESCRIPTION – Food Court Manager (Dish)** (Full Time capacity, Harwell Campus based)

### HARWELL CAMPUS & FOOD COURT OVERVIEW

Harwell is home to organisations, institutions and businesses shaping the world of today and tomorrow.

A campus where world-class people work in world-class facilities to solve global challenges. A place where people prepare for life in space; where electrons generate beams ten billion times brighter than the Sun, and academia and industry collide to bring innovation to market. A powerhouse with proven credentials for scientific breakthroughs and technological innovation. An engine for national economic growth.

The vision for the campus is guided by a coherent masterplan offering room for growth, with a 5 million sq ft footprint of specialist accommodation, set in an attractive area and with the option of bespoke solutions for individual organisational needs.

At the center of future plans is a container-based outdoor Food Court called Dish at Harwell, which will become the centre piece for a perfect work-life balance and community activity.

The Initiative was given the great opportunity to develop a vibrant and buzzy food court for all guests on campus, and your role will be of a General Manager who will set it up during pre-opening stage, manage the launch of the market and run its operations.

### THE INITIATIVE GROUP OVERVIEW (the f&b group running the Food Court)

We are working hard on things that people are working hard for. We curate places that reflect our vision of a favourite hangout for the communities around us. With every experience we create, we bring our Mediterranean hospitality forward with its uncompromising focus on quality. Our people and our guests are all alike – forward thinking with an international mindset, curious urbanites who value long lasting informal and personal relationships.

We thrive for success which can also be shared, which is why we invest in and incubate emerging talents who commit to similar values – initiative, dedication, integrity, consciousness and dynamism.

If you feel the above describes you – join our tribe. In The Initiative we will support your development, we will amplify your voice.

Please keep in mind that this job advert is giving an overall description of the job and is not intended to be exhaustive. We will share more with you in person.

## **POSITION OVERVIEW**

### **Division**

Food and Beverage Operations

### **Job Title**

Market General Manager

### **Contract Type**

Permanent

### **Status**

Full Time

### **Start Date**

1st June 2021

### **We need you:**

- To be responsible of the smooth running of the market at all times in line with company standards
- To provide a professional service & memorable experience to all guests
- To be responsible for all employees affairs (Rotas, holidays, sickness, trainings)
- To create and sustain a great working environment for all employees, in line with company's values
- To ensure full compliance with Health & Safety, Food Safety and Fire Safety regulations
- To ensure consistently outstanding service to Guests and maximise business
- To act as an ambassador of the The Initiative with guests & colleagues

### **In Operation and service:**

- Maintain the safety and security of the Market at all times
- To ensure the market is run in line with the standard required
- Maintain a high standard of the upkeep/cleanliness throughout the Market
- Communicate effectively to members of the team
- To schedule and conduct regular team meetings
- To operate all required computer systems
- Guarantee that the highest standard of service and product
- Ensure that all financial procedures are followed
- Responsible for the payroll sign off for the whole team
- Ensure HR Procedures are in place
- Encourage and support the personal development of your employees
- To consistently deliver all the requested weekly reports
- Enforce relevant company procedures e.g. Fire, Security, health & safety, Bomb, Conduct – a strong understanding of the Fire evacuation protocol

- Ensure job required certificates of all staff are kept up to date
- Have a strong knowledge of the site's food and drink options

### **Essential Functions & Physical Requirements**

- Accountability for day to day communication & service delivery
- Along with your main duties you may be asked to complete other tasks as and when necessary and reasonably required
- You may on occasion be required to adjust your hours of work to cover the business needs
- This role is required to stay abreast with Hospitality Industry & legislative
- Coordinating monthly stock takes/wastage control
- Effective management of costs and expenses for consistent profitability in line with the budget

### **Qualifications and Desirables**

- No formal qualification is required for this role
- Fluent verbal English is essential Second language preferred
- Computer skills are essential

### **Experience**

Previous experience in similar position of minimum 1 year

### **Functional Knowledge**

- Familiar with F&B processes
- Understanding of Hospitality Industry & legislation e.g. Health & Safety, licensing
- Knowledge of coffee shop processes, procedures and techniques
- Knowledge of basic spirits, liqueurs and wines
- IT literate – ability to use basic POS and Microsoft Office

Does this sound like you? The Initiative Group's Team are handling recruitment for this position.

■ **Send your CV to [recruitment@initiative-group.com](mailto:recruitment@initiative-group.com)**