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JOB DESCRIPTION

Job Title: **Supervisor**

Reporting to: Restaurant Manager, Goodwood Art Foundation

**Background**

The Goodwood Art Foundation is a brand-new not-for-profit Community Interest Company located on the Goodwood Estate. Spearheaded by The Duke of Richmond, this world class contemporary art foundation has been formed to promote three pillars of Art, Environment and Education.

Our purpose is to benefit adults, young people, and children through providing access to important works of contemporary art set within a stunning natural environment that has been carefully designed to promote nature and encourage biodiversity. A comprehensive education programme is linked to both the artistic and environmental elements of the programme and will target those schools and pupils in most need of support.

Working with leading figures in the curation of contemporary art, award winning landscape design and leading education programme, we have created something truly unique with a global focus.

**Key Responsibilities**

* To be able to effectively supervise the Café team and run food service, whilst assisting other areas of the Art Foundation
* Ensure all areas are ready and prepared for Lunch and any events
* Ensuring that the building and surroundings standards and appearance are consistently maintained throughout the day;
* To train and maintain new and existing staff on Art Foundation standards, procedures and restaurant service
* Ensure that there is clear, consistent and two-way communication within the team
* Required to complete relevant training on the e-learning system and responsible for ensuring the team complete their training in a timely manner; •
* To establish, build and maintain relationships with all customers and handle complaints, requests and enquiries correctly and in a timely manner; •
* To assist with setting, maintaining and monitoring the Food & Beverage standards in terms of presentation and service, ensuring consistency and quality whilst controlling costs.
* To ensure compliance with applicable liquor laws and restaurant limitations; •
* To lead by example, offering excellent levels of service and professionalism, and to help the team develop their customer service skills.
* Adhere to and be responsible for health and safety, reporting any maintenance issues to relevant department managers and ensure that line managers are kept completely up to date with progress on outstanding actions
* To assist with the weekly rota planning to ensure service levels are maintained and costs are controlled.
* To assist with administrative duties as required, including the processing of employee set up forms, financial procedures and stock ordering.
* Maintaining grooming standards amongst the staff
* To undertake any other duties as requested by the Management team, in accordance with the scope and responsibilities of the role.

**Qualities:**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* The presence to lead and inspire a team
* Proactive
* Passion for training and developing people
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful**

* Good level of knowledge in relation to food and beverage
* Previous experience of working at a supervisor level in bar / restaurant environment
* A sense of fun!