



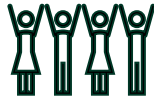
Job Description

Creating smiles through Family, Food and Farming

PASSIONATE



PEOPLE FOCUSED



AMBITIOUS



HONEST



Job Title: Food and Beverage Manager
Hours: 40 hours
Reports to: Owner
Date: May 2025

Role purpose:

- Oversee the running of the Front of House and Back of House Kitchen Operations.
- To deliver budget for the Front of House and Back of House Kitchen Operations.
- Ensure the Food and Beverage operations delivers exceptional customer satisfaction at all times.
- Ensure the team are fulfilling their potential in each department, working alongside our Company values.

You will be responsible for:

- Managing the FoH and BoH Kitchen operations within the business
- Develop and implement Food and Beverage strategies in line with business goals
- Hire, train, and manage the FoH and BoH team.
- Manage daily operations of the Farm Shop Kitchen, ensuring high standards of food quality and service.
- Work with the chefs to help develop seasonal menus that highlight local produce and artisan products.
- Ensure compliance with food safety regulations and maintain hygiene standards.
- Foster a positive team environment that encourages collaboration and growth.
- Engage with customers to provide an exceptional dining experience.
- Costing menu's and ensure all products and menus are kept up to date on relevant systems.
- Ensure the team are communicated with through weekly emails, 121's, team meetings and reviews.
- Manage the team, rota's, holidays to ensure adequate cover within the departments at all times.
- Responsible for the wage costs and ensuring they align with budget and sales percentages.
- Develop and manage supplier relationships.
- Work alongside the Marketing and Communications Manager to advertise and promote the Kitchen.
- Report to the owners and management team on operational performance.
- Oversee compliance with all relevant Health and Safety, HACCP, COSHH, Allergens and Food Safety legislation with the team.
- Ensure all stock takes are managed and stock is controlled.
- Oversight of customer reviews and have responsibility for solutions.
- Work with the Front of House team to deliver outstanding customer service.

GOATSHED



What you will need to know, knowledge, Skills, Qualifications and Experience:

Essential / Desirable

- | | |
|--|---|
| • Proven experience in food and beverage management or a similar role. | E |
| • Excellent leadership and team management abilities. | E |
| • Ability to work in a fast-paced environment while maintaining attention to detail. | E |
| • Able to develop and interpret financial and performance reports and budgets | E |
| • Experience of Managing a team | E |
| • Level 3 Food Hygiene | D |
| • Level 2 Health and Safety qualification | D |
| • Excellent communication and organisation skills | E |
| • Personal Licence | D |

What we need from you:

Essential / Desirable

- | | |
|---|---|
| • Ability to work as part of a wider team | E |
| • Personable, friendly and welcoming | E |
| • Highly organised | E |
| • High levels of accuracy and attention to detail | E |
| • Self-motivated and adaptable | E |
| • Problem solver, able to think on your feet | E |
| • Flexible, adaptable, can-do attitude | E |
| • Interested in learning new skills and continuous improvement | E |
| • Trustworthy | E |
| • Strong communicator | E |
| • Results focused and strong desire to meet customer and owner expectations | E |
| • Work within The Goat Shed's Values, Procedures & Policies | E |

Other

The above are the principle tasks and responsibilities of the post at the present time. However, this is not an exhaustive list and other duties may be required now or at a future date in order to comply with the operational demands of the business. In addition, it is expected that the job holder will undertake any reasonable additional tasks within the scope of the post as requested by their Manager.

Job Description Agreement

Team Member name:

Team Member signature:

Date:

Manager signature:

Date:

