



CAFÉ-BAR MANAGER

Reports to: Enterprise Director

Hours: 40 per week

Salary: circa. £25k+

The Birks Cinema is an ambitious outward-looking community enterprise in the heart of the popular and picturesque town of Aberfeldy in rural Perthshire. The organisation has recently undergone a restructure of its business model to reflect the changing world around it.

A world class independent cinema programme will always be at the heart of what the building offers to its community and visitors, however, the management team are developing new seasonal programme strands to incorporate live theatre, music and comedy as well as investigating new and innovative ways to bring a wider range of products to its audience via the technology that the cinema has to offer, including hosting and streaming private events and conferences.

The enterprise is seeking to push boundaries around what opportunities exist to develop its body of work across the Tay Valley and maximise the potential for access, by harnessing new ways to engage, reach and grow its audiences and customer footfall in its building and beyond.

The trading company is currently seeking to appoint a highly motivated individual with **entrepreneurial skills and experience in driving profit margins** for a catering operation in the culture, tourism and leisure sector. The successful candidate will be responsible for **creating and delivering the new vision of the catering arm** of the business with the support from the new enterprise director. This role would suit someone looking to be part of an ambitious team focused on developing the café/bar to its full potential.

PURPOSE

The Café/Bar Manager will be responsible for managing the food and beverage business operations including catering for bespoke events. The post will ensure the efficient, safe, day-to-day operation of the café including careful management of assets and staff, and work closely with the Enterprise Team to maximize opportunities to generate income and audience engagement through smooth running of the catering offer.

The role will be responsible for cost controls in planning, forecasting and budgeting as well as business processes and targets – including the procurement of services and the identification and management of suppliers.

The Café/Bar Manager will focus on delivering the highest standard of customer care, observing all appropriate legislation, policies and procedures in relation to food safety standards, staff training and Environmental Health requirements.

RESPONSIBILITIES

- Manage all aspects of café – quality standards, presentation of the café offer, housekeeping and atmosphere, stock ordering, rotation, profitability.
- Manage day-to-day function of café staff (including volunteers when present) – rotas (prepared two weeks in advance), efficiency of working, induction and in-house training.
- Manage smooth running of recycling and waste disposal, supporting the enterprise's environmental targets.
- Manage all product stock levels, selection of suppliers, and preparation of food requirement lists.
- Manage all aspects of food reception, food storage and food preparation, and display and presentation and delivery to customer(s).
- Develop cafe sales, looking for opportunities to expand the food and drink offer, and its presentation in order to boost sales.
- Responsible for the health and safety of the customers, all staff and all volunteers on the premises including the maintenance of all regulatory paperwork, accident book etc. Ultimately responsible for food hygiene.
- Able, when required, to discuss and book services such as room hire, and functions including agreeing specifics of services with customers, invoicing, staffing etc.
- Responsible for achieving a high standard of cleanliness throughout the Cafe-Bar and Mezzanine floors.
- Responsible for overall customer experience, improving and adapting in response to customer feedback.

QUALITIES

- An entrepreneur, sales oriented, and with commercial acumen
- A customer and people focussed manager and leader
- Self-confident and able to work autonomously
- Used to thinking outside the box and offering creative solutions
- Thrives on solving problems and achieving goals



EXPERIENCE

- Experience in a management position in the hospitality sector, ideally running a successful catering operation within a host organisation in the culture, tourism and leisure industry.
- Target driven with a deep working knowledge of maintaining margins and profitability in the hospitality sector.
- Proven ability to act at a strategic level and to develop products, offerings and service.
- Experience of working in a rural location would be useful but is not essential.
- Knowledge of food preparation standards and food hygiene.
- Coached and supervised staff and volunteers.
- Used to working flexible hours (including weekends and holidays).
- Experience of setting up new operations or venues would be advantageous.
- Genuine interest in cultural venues and community engagement would be beneficial.
- Personal Liquor License holder and First aid trained.

To APPLY for this position please email your CV and a short covering letter stating why you are interested in working for the enterprise and a brief description of your vision for an enhanced catering offer at The Birks Cinema to: careers@birkscinema.co.uk

Applications will be reviewed on a rolling basis. If you do not hear from us within four weeks of submitting your application, we have decided not to pursue your submission on this occasion. The job advert will be removed as soon as we have filled the position. Please note that candidates must be available to start work from May 2021.

THANKS for your interest in The Birks Cinema and for your time in applying for the post.