



One Garden Kitchen Manager (Restaurant)	
Reporting to:	General Manager
Working Hours:	Full - time (5 Days, 40 hours per week)
Working Days	40 hours per week (Wednesday to Sunday)
Salary:	Up to £35,000 plus opportunity to earn a £1000 annual bonus
Annual Leave:	22 days leave entitlement

Job Purpose

The One Kitchen Manager has overall responsibility for the front of house experience for One Garden Kitchen, ensuring the highest standards of customer service. This includes One Kitchen and any pop-up offers.

Duties and responsibilities of the job

1. Front of house service

a. Managing food & beverage operations at One Garden Brighton, including One Kitchen, pop-ups and events programme
b. Overseeing the front of house experience, ensuring the consistent delivery of exceptional service standards within the team.
c. Ensuring that food & beverage operations are an integral part of the visitor experience and reflects the walled gardens and wider parks ambiance and ethos, helping to achieve the aim of creating a leading tourist destination.
d. Establishing and maintaining a strong working relationship with the Chef team to ensure the front of house team are highly knowledgeable and deliver efficient service from kitchen to table.
e. Ensuring the commercial performance of the food and beverage operations, achieving stretching financial targets and maximising profitability achievable through effective customer engagement.

f. Working closely with the Head Chef and General Manager, advising on new products and menus based upon a solid understanding of food & beverage trends and the buying habits of visitors. This should include stock management, merchandising and promotional displays.
g. Working proactively with colleagues to promote the One Garden Brighton brand, the organisational values and our educational purpose.
h. Overseeing health & safety, food safety and licensing responsibilities within the food and beverage operations.
i. Resolving day to day issues which may occur.
j. Any other duties connected with the post as are reasonably required from time to time.

2. Team management

a. Managing staff and all people aspects, to include; recruiting team members, day to day line management, creating a workable rota, and training & developing staff.
b. Holding daily team briefings, team meetings, 1-to-1s and annual performance appraisals.
c. Embedding organisational values, the brand, customer service and food & beverage standards.
d. Deputising for the General Manager when absent on a rota basis including the opening, operating and closing of One Garden Brighton. This includes overseeing all operations, site security and resolving day-to-day issues which may occur.
e. Ensuring team follows procedures for reducing energy consumption and reducing waste.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Criteria for the post
Excellent literacy and numeracy, with good IT skills.
Previous experience of managing staff in the hospitality industry.
A relevant qualification in food retailing and a qualification and experience in managing retail food safety.
Good interpersonal skills and be a confident communicator, ensuring external and internal relationships are built and maintained.
Excellent customer service skills
Ability to develop and maintain good team working relationships, within team and wider One Garden Brighton Teams
Willing to work flexibly and ensure tasks are completed to a high standard.
Possess the ability to work under pressure and manage conflicting priorities
Full UK drivers Licence (preferred)
Hold a first aid qualification

CONDITIONS OF EMPLOYMENT

Working Hours

40 hours per week annualised with flex up in summer months and flex down in winter months; with regular weekend/evening and bank holiday working.

Hours of work will vary but are generally based around the One Garden Brighton operating and opening times of 8.00am to 6.00pm, therefore some flexibility will be required to meet the needs of the business, so this will also include some evening working for functions and events and whole college promotional events. One Garden Brighton is open all year round seven days per week.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 22 working days, plus 8 bank holidays. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Pension

The candidate appointed to the post will automatically become a member of the One Garden Brighton Pension Scheme and pay contributions as determined by annual salary levels.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.