

Day to day operations:

Cash management

Take responsibility for and enforce

- Following of cashing up procedure
- Ensuring cash is correct both in the till and float daily
- Organisation of float/change

Stock management

Take Responsibility for and enforce

- The correct movement and storage of stock, ensuring storage areas are organised ready to take deliveries due to minimal space, Ensuring real ales are kept organised
- Create and Ensure Budgets are met using historic data, and any anomalies are accounted for and reported to accounting as and when they take place
- The correct ordering of stock ensuring a good PAR level is maintained to avoid running out
- Be able to explain any excessive wastage
- Checking of deliveries against ordering and delivery note, chasing any issues with the supplier

Day to day cleanliness

Implement/enforce and take responsibility for

- Cleaning Schedule involving all bar areas, ensuring a high standard is met at all times
- Cleaning of lines
- Ensuring cutlery is polished, glasses are cleaned and polished and a high standard is met throughout

Staffing/Recruitment

- Implement and organise cost effective rotas that lead to the highest levels of productivity and profitability
- Have an active involvement in recruitment of new FOH staff with other senior people in the organisation (Tom Lee Beck Alex Chris Ronnie)

Day to day training/ standards

- Increase standards through the implementation of structures and systems allowing staff to continuously improve
- Training of all FOH staff to ensure Standards are met at all times
- Ensure a consistent standard of both food and beverage service is met regardless of busyness

The general running of a busy FOH operation

Including

- Ensuring all customers are greeted appropriately with a smile
- Taking a positive approach to any problem solving or difficulties that may arise