



# FELDON VALLEY

## Job Description

**Job Title:** Restaurant & Bar Assistant Manager

**Reporting to:** Restaurant & Bar Manager

**Job Purpose:** Working closely with the B&R Manager you will help launch The Kitchen at Feldon Valley and then build the reputation of our Restaurant and Bar. You will be a leader and set the perfect example to the team, driving standards and constantly monitoring the small details that set us apart from the competition. You will be hands on and customer facing, leading the team and representing the business whenever the B&R Manager is off site.

The role will also help maintain and strengthen the link between Front of House and the Kitchen and work closely with other departments to ensure consistency throughout the business - ensuring that we foster a culture of teamwork, togetherness and dedication to deliver the best possible guest experience from reservation to departure.

### **Who are We?**

Feldon Valley was purchased by businessman, Thariq Ahmad, in 2013. His love of the Cotswolds and of Golf led him to Feldon Valley, a North Cotswolds destination with outstanding views of the glorious Cotswolds; and his passion to constantly improve both the Golf Course and Clubhouse has been undeterred. Thariq's vision has been made possible with the expertise of 360 Golf, a golf management company specialising in the redevelopment of Golf destinations.

In 2017, a multimillion pound redevelopment of the site commenced allowing Feldon Valley to grow as a Cotswold retreat for both socialising and pleasure. The Golf Course continues to deliver excellent results and the site now boasts a new Contemporary Cotswolds Clubhouse, Restaurant & Bar, alongside 5 lodges, with 25 onsite bedrooms being launched in April 2019.

With the investment and loyal, hard-working team hand-picked to join us on this new journey, Feldon Valley will become not just a Cotswolds destination but an unrivalled Cotswolds experience.

## The Role & Responsibilities

- Support the R&B Manager at all times to deliver the vision.
- Overall responsibility for the Restaurant and Bar at Feldon Valley when the R&B Manager is off site.
- Balance the varying requirements of members, hotel and walk-in guests.
- Help recruit and embed the team, ensuring a clear vision binds the personnel at every level. It is critical that the candidate is able to not only deliver within their department, but also to understand and promote a culture where everyone works together to land the bigger picture and create a seamless guest experience regardless of where the customer stands.
- Build and embed processes that enable the two departments to function with maximum efficiency whilst creating a framework that allows employees to flourish and contribute to the business as a whole.
- Help plan orders of stock, equipment and materials according to identified shortages and champion local suppliers whenever possible.
- Assist with hiring, managing and training staff to not only deliver excellence in that department, but also to contribute to the broader name of Feldon Valley.
- Oversee the work of subordinates – mentor those around you to grow and improve.
- Maintain oversight of staff's workload and compensations – ensure the teams are always staffed appropriately, but balance this with regulations and the welfare of the team.
- Help maintain records of payroll and attendance
- Foster and champion a climate of cooperation and respect between co-workers and lead by example at all times.
- Help provide accurate statistical reports for the department when requested by the GM.
- Ensure the uniforms are always immaculately presented and that all employees have the tools and equipment they need.
- Ensure that all maintenance issues are reported and dealt with urgently.
- Help R&B Manager deliver performance to budget and planning ahead to enable better planning of future spend.

## Key skills & Requirements:

- Proven experience in supervisory role in Restaurant and/or Bar.
- Exceptional proven ability to supervise and manage a team.
- Ability in dividing responsibilities and monitoring progress
- Outstanding communication and leadership skills
- Able to prioritise and take instruction.
- Aware of regulations regarding hygiene whilst championing all aspects of H&S.
- Good understanding of useful computer programs (MS Office, restaurant management software, POS)
- Credentials in health and safety training
- The role is permanent and full time - Weekend work will be part of this role as will some late hours.
- Feldon Valley will be open 7 days a week so suitable management cover is always required.

## Reward:

We understand that passion and commitment works both ways and we want our staff to forge a career here at Feldon Valley. Therefore, we reward our staff with:

- Competitive salary
- Staff Uniform
- Career progression
- 28 days holiday (inc BH's)
- Pension Scheme
- Access to childcare vouchers
- Free Hot drinks and fruit for staff in the rest room
- Use of the Golf Course (restrictions apply)
- A day off if your Birthday falls on a working day
- 25% Staff Discount in the restaurant
- Off peak access to the Fitness Room
- Long service awards
- Employee Assistance Scheme
- Bike to work scheme