



# Blackburn Rovers Football & Athletic Ltd

## Job Description

<b>Job Title:</b>	Concourse Catering Assistant
<b>Department:</b>	Catering
<b>Based at:</b>	Ewood Park, Blackburn, BB2 4JF. However flexibility regarding location is required.
<b>Reports to:</b>	Catering Manager
<b>Responsible for:</b>	Weekday and matchday casual staff
<b>Hours of work:</b>	35 hours per week including all matchdays, plus any additional hours necessary for the performance of duties. This will include evening and weekend work.
<b>Contractual Status:</b>	Permanent
<b><u>1. Job purpose:</u></b>	To assist in the smooth running of the concourse kiosks, with a key focus on high standards of service and product. This must be achieved in conjunction with strict stock control measures and high standards of cleanliness.
<b><u>2. Duties and responsibilities:</u></b>	<ul style="list-style-type: none"> <li>• To ensure the bars are clean, tidy and presentable at all times.</li> <li>• To ensure the bars are fully stocked with products and beer lines are clean ready for matchdays.</li> <li>• Cellars and their equipment are maintained to EHO standards.</li> <li>• Maintain all cellars and beer lines to ensure everything runs smoothly on a match day.</li> <li>• Place orders for stock needed to stock ground for match days and other events.</li> <li>• To create opening and closing stock counts of all beer barrels and record accurately on electronic system.</li> <li>• To assist in delivering a positive match day experience for staff and fans.</li> <li>• Delivering a high standard of cleanliness to all bars/ kiosks and beer lines</li> <li>• Process orders that are to be placed or that have been delivered.</li> <li>• Oversee duties that are to be carried out on a day to day basis.</li> <li>• Liaise with supplier representatives as and when required.</li> <li>• To oversee any changes or developments to bars/kiosks at all times. I.e. changing of beer pumps to new products or equipment for new products that change seasonally.</li> <li>• Develop other staff members to help them perform to a higher standard.</li> <li>• Take delivery and distribute food each Matchday.</li> </ul>
<b><u>3. Skills required:</u></b>	<ul style="list-style-type: none"> <li>• Technical knowledge of all cellar equipment and beer products.</li> <li>• Good communication skills</li> <li>• Ability to understand day to day sales and balance stock (keeping all stock in date and rotating as required).</li> <li>• Good organiser of a team and ability to create work sheets for a</li> </ul>



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	productive department.
<b>4. Knowledge required:</b>	<ul style="list-style-type: none"><li>• Food hygiene safety</li><li>• Responsible alcohol retailing</li><li>• Technical cellar knowledge</li></ul>
<b>5. Qualifications required:</b>	<ul style="list-style-type: none"><li>• NVQ level 2 Catering and Hospitality qualification or higher</li><li>• Personal Licence qualification</li></ul>
<b>DBS check required:</b>	Yes (basic)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

### **How to Apply**

Due to high-levels of interest, this post might close early so early application is advised, otherwise the closing date is **5pm on Thursday 24<sup>th</sup> January 2019**. To apply, please email your application form and covering letter to [recruitment@rovers.co.uk](mailto:recruitment@rovers.co.uk). CV's will not be accepted.

### **Equality and Diversity**

*Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.*

### **Safer Recruitment**

*Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.*