



Job title:	Hospitality and Events Staff
Department:	Sodexo - Hospitality and Events Catering
Based at:	Ewood Park Stadium, Blackburn, BB2 4JF.
Reports to:	Duty Manager
Responsible for:	N/A
Hours of work:	Match days and other events, this will include evening and weekend work. You will liaise with your line manager on a weekly basis on whether you are available or needed for work.
Contractual status:	Casual worker – as and when required.
1. Job purpose:	To assist with the smooth running of both match day hospitality and events and ensuring high level experience and service.
2. Duties and responsibilities:	<ul style="list-style-type: none"> • To ensure all goods are displayed correctly and are eye catching to customers. • To maintain an excellent level of customer services to all customers. • To ensure fast and effective delivery of food and beverage. • To ensure that customer areas are clean and tidy at all times. • Ensure that all payments are handled correctly. • Comply with Food Hygiene Regulations. • To comply with company Health and Safety Regulations. • To comply with COSHH regulations. • To comply with the Licensing Act at all times. • To ensure that all rubbish is disposed of correctly. • Complete and record all daily and weekly cleaning control sheets accurately. • Ensure bar fridges and displays are stocked at the end of each shift. • Report any equipment faults immediately to your Duty Manager/ Bar Manager. • Record all waste in the correct manner. • To be welcoming and create a friendly atmosphere to the customers. • To assist with any other reasonable task which may help with the smooth running of the department.
3. Skills required:	<ul style="list-style-type: none"> • Good organisational skills • Excellent communication skills • Good timekeeping and punctuality
4. Knowledge required:	<ul style="list-style-type: none"> • Knowledge of food hygiene • Knowledge of health and safety
5. Qualifications required:	<ul style="list-style-type: none"> • Personal Licence (desirable) • Food Hygiene certificate (desirable) • There are no specific qualifications required for this role. Training will be provided.
DBS check required:	No



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

Please email your CV and cover letter to Julie Hainsworth – Julie.Hainsworth@sodexo.com

Or post to:

FAO: Julie Hainsworth
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