



## **Trainee Hospitality Supervisor at The Horton, Epsom**

**Reporting to:** Hospitality Manager

**Location:** The Horton Arts Centre, Epsom

**Hours:** 20-30 per week including regular evenings for events.  
Potential for increased hours working on private events, for the right candidate.

**Pay:** Annualised Hours Contract – up to £10.50 per hour with holiday pay.

**Benefits:** training opportunities, employee wellbeing support programme, discounted food and drink, free parking.

**Start date:** May/June TBC

### **The Role**

This is a fantastic opportunity for an ambitious person keen to progress in a hospitality and events career.

You'll be working with a great team at Epsom's creative and cultural venue The Horton, being trained in a wide range of skills to offer supervisor support for the café-bar, events and private hires.

The Horton is a registered charity with big plans for growth. We host creative workshops, live performances, exhibitions and wellbeing activities.

All profits from our hospitality operations help to run the venue sustainably.

As Trainee Hospitality Supervisor, you will have a flexible approach to work in a fast-paced environment. Hours are not fixed as The Horton has different events on each week at varying times.

This role is ideal for someone leaving college or university, looking to gain experience in all areas with a view to future hospitality management role.

As well as enhanced practical service skills, you will have the opportunity learn more about food preparation and menu development, costing events packages, rota planning and budgeting, with the chance to contribute new ideas.

The Horton embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more



inclusive we are, the better our work will be. Find out more about our culture here <https://thehortonepsom.org/about/>

### **About The Horton Café-Bar**

The Horton's Café-Bar offers fresh and excellent quality food and drink. It is a social hub that also provides hospitality for events and private hire that take place at the venue. We have been awarded the maximum 5 score for Food Hygiene.

We are currently open to the public Tuesday to Saturday daytimes, every Friday evening, plus other ad hoc evenings for events. The Horton is licensed to 10.30pm Sunday to Thursday to 11.30pm Friday and Saturday but does not currently open to these maximum times.

### **Job Description**

- Learning to managing the café team and performance on a daily basis.
- Café-bar service.
- Following operating procedures and adhering to all health and safety/food hygiene protocols to high standards.
- Accountability for cost control via ordering all front of house disposables and consumables and tracking/logging and ordering.
- Regularly communicating with hospitality manager ensuring customer satisfaction and supplying relevant feedback.
- Liaising with the hospitality manager and kitchen team to ensure efficient organisation for daily food and beverage service.
- Kitchen duties and preparation of simple meals.
- Stock taking.
- Taking ownership and resolving any problems to the best of your capabilities.
- Menu creativity whilst achieving the required profit margin to generate income for the charity.
- Facilitate any coaching, training or team development including delegating duties and daily plans.
- Planning hospitality services for private hire events.
- Leading hospitality operations in the absence of the hospitality manager.
- Accelerating growth of sales.
- Driving café-bar revenue initiatives
- Opening and closing duties including daily cleaning schedules, cashing out, locking up, etc.
- Other duties as reasonably required.



### **What we are looking for**

- Previous café / bar experience of at least one year – or a college leaver/graduate in hospitality.
- Someone self-motivated with a positive can-do attitude
- A friendly team player.
- Good communication skills.
- Ability to work under pressure
- Excellent customer service – caring for our loyal clients giving them efficient and attentive service
- A good command of English language, both written and spoken.
- A flexible approach to working hours
- Enthusiasm for learning new skills and completing training
- Willingness to learn licensing regulations with the possibility of gaining your own Personal Licence.
- Welcoming and inclusive attitude, supporting The Horton's vision and values.

### **Nice to have**

- Previous kitchen experience is desirable, but training can be provided.
- Food hygiene qualification – or willingness to complete full training promptly.
- Applicants must be over 18 and able to work in the UK.

We would expect that the successful candidate to have developed the skills and experience to be capable of supervising events, café-bar service and other staff by the end of their probation period.

**If you are interested, please email [hospitality@thehortonepsom.org](mailto:hospitality@thehortonepsom.org) with your CV and covering email explaining what attracts you to this role.**

We will be accepting applications until 28 May but will be interviewing on a rolling basis and reserve the right to offer the role before this date.