



## **Assistant Hospitality Manager at The Horton, Epsom**

**Reporting to:** Hospitality Manager

**Location:** The Horton Arts Centre, Haven Way, Epsom KT19 8NP

**Hours:** 30 per week including one evening per week. Potential for increased hours working on private events.

**Pay:** £12 per hour with holiday pay.

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

**Start date:** September 2023

### **The Role**

This is a fantastic opportunity for an ambitious person keen to progress in their hospitality and events career. This role is ideal for someone with some experience, who is interested in a varied role with opportunities for further training and development.

You'll be working with a great team at Epsom's creative and cultural venue The Horton, offering 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, so there is a real social value in what you do.

As Assistant Hospitality Manager, you will have a flexible approach to work in a fast-paced environment.

As well as having practical service skills and excellent customer service, you will be required to prepare food, supervise more junior staff, and take responsibility as a key holder. There

will be opportunities to learn more about menu development, costing events packages, rota planning and budgeting, with the chance to contribute new ideas.

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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.](#)

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

We will be interviewing on a rolling basis.

## **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**

- Café-bar service.
- Opening and closing duties including daily cleaning schedules, cashing out, locking up, etc.
- Following operating procedures and adhering to all health and safety/food hygiene protocols to high standards.
- Supervising the café team and performance on a daily basis.
- Kitchen duties and preparation of simple meals.
- Ordering front of house disposables and consumables and tracking/logging supplies.
- 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.
- Stock taking.
- Taking ownership and resolving any problems to the best of your capabilities.
- Supporting 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.

- Supporting café-bar initiatives.
- Other duties as reasonably required.