

## Events Supervisors

The Wellbeing Farm specialises in providing fun, unique and sustainable weddings and events. We have big ambitions with an already jam-packed calendar, we need support to realise our dreams.

We need two truly spectacular people to join our friendly team and help us through their personality and experience deliver our weddings and events which customers will rave about.

You will work alongside the Functions Delivery Manager to ensure the successful delivery of all events at the farm. In addition, you will provide managerial support to the bar, health and safety and troubleshooting.

You will be experienced in bar and restaurant service and experience in events would be perfect. This is a hands on role, leading from the floor and managing staff teams. You must be able to take control of the event in the absence of the Functions Delivery Manager.

### Application process:

We work alongside strong family values – if you think your values would fit with ours – we'd like to meet with you.

Please send us a cv and cover letter to [recruitment@thewellbeingfarm.co.uk](mailto:recruitment@thewellbeingfarm.co.uk) telling us why you are passionate about working at The Wellbeing Farm and why you feel The Wellbeing Farm would be the right employer for you based on our values. Please also include your full career history, current salary and notice period.

### Information visits and meetings encouraged

Close of application: 9 April 2021

Shortlisting: 12-14 April 2021

Video interviews: Saturday 17 April 2021

Physical interview: Tuesday 29 April 2021

Ideal Start date: Mid May 2021

### Responsibilities –Events Supervisor

Supporting the Functions and Delivery Manager and Events Chef, you will supervise the delivery of all weddings, functions and events. This will include:

- Coordination of staff rotas;
- Forward planning for all functions and events including liaison with suppliers to order stock;
- To support any meetings of the organiser of the event during the final planning stages;
- To be responsible for the set-up of the venue including ensuring the cleaning and furniture layout is delivered according to standards set to ensure smooth turnaround for functions.
- To supervise the bar and waiting on staff including training and developing individuals within the team;
- Ensure that co-workers meet standards for performance, appearance and service provision;
- To supervise bar re-stocking, support any EPOS issues, changing barrels and general bar duties;
- Overseeing the food service function of events ensuring compliance to dietary requirements and allergens;
- Involvement in menu tastings prior to the event to ensure customer satisfaction throughout all aspects of pre-wedding service;
- To be on hand to support any first aid, fire evacuation and general health and safety and security issues;
- The delivery of exceptional customer experience.

- We need you to create a cohesive team spirit through leading by example. We want everyone to show the same level of care for our team as our guests – supporting each other to be the best we can be and to do the best job we can;
- To undertake staff performance appraisals and to be responsible for the content on the staff website;
- To be responsible for staff and team wellbeing;
- Liaising with the team to capture the photos and details of the weddings so we can post on social media

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

**Hours of Work:** Flexible as to the needs of the business. Will involve weekend and evening working

### **The Person Specification – ESSENTIAL SKILLS AND EXPERIENCE:**

- A good working knowledge of setting up and running events at a private venue
- Knowledge and experience of food service.
- Experience of managing a team
- Extensive bar experience
- Maths and English qualifications
- Motivated, highly focused with excellent communication skills – you will be all about having a positive impact on the people you interact with, going beyond what our guests expect of us and making their experience a special and memorable one.
- Ability to maintain a professional attitude, even under stress
- Professional in appearance and presentation
- Strong interpersonal skills with a friendly and warm personality.
- We want people who will respect and protect the magical place we work in – it's up to all of us to look after the environment and never take it for granted.
- You will be physically able to carry out the role as there can be heavy lifting and moving of equipment involved in organising some events.
- A can-do attitude; this could be pinning buttonholes onto suits, feeding the Llamas, mopping the floors or shovelling snow!
- Clean driving licence and car owner essential

### **Are we right for you?**

While we don't have a typical employee, there are some specific qualities and traits that we look for – enthusiasm and a genuine passion for hospitality goes without saying! We have pulled these qualities into a set of company values which we will recruit to:

# TEAM WELLBEING VALUES

## THE 5 P'S

- **PROFESSIONAL**
  - We are fun but professional when we have to be
  - We stay calm under pressure

---

- **PERFECTIONIST**
  - We finish the job
  - We ask for help when needed
  - We keep the farm tidy
  - We use our initiative and common sense to ensure we complete the necessary tasks

---

- **PERFORMANCE**
  - We are a terrific company to work for and we all work toward business growth
  - We believe in helping each member of our team to be awesome and we love creative, innovative team members
  - We only hire people who are committed to doing something exceptional and are competitive

---

- **POSITIVE**
  - We are open, honest, truthful with integrity
  - We show respect for colleagues and the business

---

- **PASSIONATE**
  - We have a can-do attitude – We embrace change and opportunities
  - We have a good sense of humour
  - We look after your health, wellbeing and safety
  - We embrace sustainable practices

THESE VALUES UNDERPIN OUR BUSINESS AND TEAM CULTURE AND WE RECRUIT TO THESE VALUES AND MEASURE YOUR PERFORMANCE AGAINST THESE VALUES



... and now for the good stuff!

We are passionate about our staff and their development. We work hard to ensure you enjoy your job and in addition to excellent training, learning and development opportunities, we offer:

- Competitive rates of pay (circa £11-12 per hour)
- Tips
- Flexible hours – expectation would be to work the events calendar including weekends and evenings
- 28 days pro rata annual leave (including bank holidays)
- Opportunity for hybrid working
- Further professional training and development offered
- Meals during functions and events
- Uniform
- Free car parking
- Pension (after qualifying period)
- Working in a friendly environment which encourages work-life balance
- Celebratory 'Birthday Box' on your birthday
- But mostly, we offer the chance to join our journey and to become a part of our incredible team including the opportunity to mingle with Llamas!

As The Wellbeing Farm is a small business, all employees must be flexible with their duties; from time to time you will be asked to participate in tasks that are not in your job description. This can include cleaning etc.

**This job description will be subject to periodic review and amendment in accordance with the needs of the organisation.**

**All employment will be subject to a three-month probationary period.**

**Health, Safety and Security:**

- It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety and licensing regulations including Covid-19 related rules.
- While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. This includes the wearing of personal protective equipment provided or required, temperature screenings, social distancing, sanitisation and cleaning procedures.

**Training:**

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend an induction and all mandatory training sessions as required by the organisation.
- You will be expected to undertake CRB clearance as part of undertaking this role at the farm.