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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Food & Beverage Procurement Co-Ordinator |
| **Reports to** | Head of Food & Beverage |
| **Hours** | Full Time, 40 hpw |
| **Contract** | Permanent |
| **Annual Leave** | 33 days per annum inclusive of Public bank holidays |
| **Salary** | Upto £38,000 per annum (dependant on skills and experience) plus authorised expenses. |
| **Location** | London  |

ABOUT TRAFALGAR ENTERTAINMENT (TE)

We’re a leading theatre and live-entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focussed on bringing people together to share in the live experience; through new productions, through the operation of amazing theatre and live-event spaces, and through distribution of live-streaming content. The group is home to Trafalgar Theatres, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, Helen O’Grady Drama Academy, Trafalgar Tickets, London Theatre Direct, Stagedoor App, Jonathan Church Theatre Productions and Chiswick Cinema.

ABOUT TRAFALGAR THEATRES

**Trafalgar Theatres is the venue-operating division of TE.  We currently operate 21 venues; including the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney. We’re growing fast, we’re confident in what we do, and we’re ambitious about the future. There’s never been a better time to get onboard.**

We are passionate about entertainment, audiences, and the live experience and we value Creativity, Collaboration, Excellence and Respect.

ABOUT THIS ROLE

The Food & Beverage Procurement Co-Ordinator role is an integral member of Trafalgar Theatre’s central support team supporting the Head of Food & Beverage and the wider team in implementing the groups F&B strategy with procurement, supply chain, and technical administration. helping the achievement of KPI’s within venues and collectively as a group, and ensuring the groups procurement and supply chain is maintained and supportive to venues at all times. The role is administrative based providing reports across multiple areas such as stock management, supply chain analysis and food safety compliance as well as attending group supplier meetings with current and potential supply partners.

ABOUT YOU

As a motivated, engaging, and supportive team player, you’ll have experience in an adminstrative background within the food and beverage or hospitality sector ideally around procurement, ordering, and stock management as well as an understanding of current Food Safety and Health & Safety rules, regulations and legislation. An understanding of financials, GP’s and margins would be advantageous.

JOB ROLE – FOOD & BEVERAGE PROCUREMENT MANAGER

KEY RESPONSIBILITIES

* Excellent organisational skills, effectively managing, overseeing, and governing the groups supply chain including the stock management system.
* Understanding of procurement including supply chain, sourcing, pricing, listing
* Technical support of menu development, recipe building including allergen and calorific values information, stock management within the groups nominated procurement system.
* General administrative support including group chefs rota’ing, report preparation & tariff building.
* Support of projects to include PPM maintence plans, equipment sourcing and mobilaistion support.
* Work within the appropriate costings and budgets when supporting the development of retail tariffs, group menu’s and other commercially led prjoects.
* Willing to travel, work evenings, weekends & Bank Holidays.
* Advanced understanding of IT, Microsoft Word and Excel.
* Support the central F&B team in the achievement of KPI’s.
* The ability to work in both solidarity conditions and within a team, effectively communicating with colleagues, internal & external stakeholders and the groups supply chain partners.
* Competent in the efficient execution and delivery of food & beverage administration
* Ensure appropriate quality control measures are in place from supply partners including, but not limited to, food allergens and calorific information.
* To act as an ambassador at all times for the venue and Trafalgar Theatres.
* Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.

The post holder with carry out any other duties as appropriate to the post and as requested by the senior group hospitality leaders.

This is not an exhaustive list of duties. from time to time, you may be required to undertake such alternative or additional duties which will commensurate your skills, experience, and capabilities.

**Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.**

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Registered Office: Trafalgar Entertainment Group | Ashcombe Court | Woolsack Way | Godalming | United Kingdom | GU7 1LQ