



Job Advert – Group F&B Stock Taker

Reporting to: Group Hospitality & Customer Experience Director

Full time, 40 hours per week – over five days

£45,000 - £50,000 per annum dependent upon experience

About Trafalgar Entertainment

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, London Theatre Direct, Jonathan Church Theatre Productions and Chiswick Cinema.

Part of Trafalgar Entertainment, Trafalgar Theatres currently operates 21 venues; including 15 in the UK regions; the Trafalgar Theatre in London's West End and the Theatre Royal in Sydney. We're growing fast and there's never been a better time to get onboard.

We're passionate about theatre, entertainment, audiences, and the live experience.

We value **Creativity, Collaboration, Excellence** and **Respect**.

About the Role

The newly created post of Group F&B Stock Taker is responsible for accurately counting, recording, and reconciling food & beverage inventory in retail bars, restaurants, cafes, and concessions across the Trafalgar Theatres estate. This role ensures stock accuracy, prevents losses, and supports efficient inventory management. In partnership with the Group Hospitality & Customer Experience Director and individual venue teams, the post will provide continuous support and development relating to stock management with associated reporting and insights.

The post holder will provide skills and experience to venue operations teams which support margin and yield optimization and loss reduction including action planning, reporting, and general governance.

The main responsibilities of the **Group F&B Stock Taker** will be:

Inventory Counting & Recording:

- Conduct regular physical stock counts of liquor, food and confectionery lines in all Trafalgar Theatres in a rolling cycle.
- Accurately record inventory using agreed company software, thoroughly checking all storage areas and spot-checking storage principles.
- Verify effective rotation practices and spot check expiration dates where applicable.

Reconciliation & Reporting:

- Compare stock counts against theoretical stock-on-hand, produce line-level variance reports for circulation.
- Identify discrepancies including shortages, overages, or damaged stock – produce actions accordingly.
- Investigate and report variances to venue management teams and escalate accordingly to SLT.
- Prepare accurate stock reports including both detailed and high-level summaries and submit within required timelines.

Best Practice Stock Management:

- Provide direction and guidance on PAR level targets using reporting trends.
- Share insights relating to stock rotation and effective stock-on-hand management.
- Undertake preparatory system management related to product and retail system mapping and accuracy.
- Follow-up and close action-loops relating to variances and discrepancies.
- Provide genre and show focused trends and insights reporting to venue teams.

Compliance & Accuracy:

- Ensure that in venue stock management complies with both company and legislative rules.
- Maintain confidentiality of inventory data and adopt appropriate circulation and distribution systems.
- Follow all health and safety rules whilst in venues undertaking stock takes.

Coordination & Support:

- Work closely with Theatre Directors and Managers to follow-up stock management related actions.
- Assist with wider ad-hoc audit requirements including intervention and corrective processes when required.

Other Responsibilities:

- Dress in accordance with Company policy and as appropriate for the job role, wearing protective clothing where issued and as instructed.
- At all times, act as an ambassador for the venues and TE.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. From time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

We are looking for individuals that can work as part of a team and individually to achieve and deliver our values: **Creativity, Collaboration, Excellence, and Respect.**

About you / Requirements:

- Desirable – ILTSA (Institute of Licensed Trade Stock Auditors) accreditation or equivalent.

- Experience and / or knowledge of Zonal retail systems or similar.
- Strong numerical accuracy and attention to detail.
- Advanced computer literacy including use of inventory systems, spreadsheets and stock associated platforms.
- Strong analytical, communication and change management skills, with the confidence and personality to 'challenge the norm' in a positive and constructive spirit.
- Excellent organizational and time-management skills.
- Ability to work independently and to a set schedule.
- Integrity and honesty (handling high-value stock).
- Physical stamina (this role requires standing for long periods, lifting cases up to 20–25 kg)
- Highly professional interpersonal skills and proven success in cultivating a collaborative and inclusive approach to business development.
- A positive, flexible and inclusive approach to the job role, work colleagues and peers.
- A genuine desire to learn, develop and progress.

Working Conditions:

- Some early morning starts and some weekend working will be required.
- Work environment will include cold storage areas.
- Requires standing, bending, and lifting.
- Requires regular travel and ability to stay away from home overnight as required.

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

For more information about Trafalgar Entertainment and *Trafalgar Theatres* please see www.trafalgarentertainment.co.uk.

Application Process

If successful, you will be invited to an online / face to face interview / recruitment session.