



Vacancy Summary

Job Title:	Duty Manager – Café and Bar
Salary:	£24,000 to £26,400 per annum depending on experience
Location:	Winchester Discovery Centre
Hours:	37 hours per week, including evenings and weekends
Type of Contract:	Permanent

Do you want to plan and deliver a profitable café offering at our new Art Centre?

As Duty Manager, you will join a growing team and be part of our exciting growth trajectory in Winchester city centre. Our exciting new venue is home to two art galleries, Hampshire Library, a large performance hall hosting live performances, a varied programme of community engagement projects, a new state of the art digital lab and a Café.

You'll take responsibility for delivering an appetising cafe, bar, and hospitality experience at Winchester Discovery Centre. Managing the day-to-day operations, you'll be responsible for staffing, food prep, customer experience, sales, administration, reporting, planning and diary management. You'll use your leadership skills to develop and motivate the cafe team to deliver excellent customer service and you'll work alongside the Hampshire Cultural Trust and Hampshire Library teams to foster an inclusive and collaborative team culture across the WDC. You'll create a hospitality offer that appeals to a variety of tastes and dietary preferences, whilst ensuring that key financial targets and KPIs are met. And you'll keep up to date with legislation to ensure that the highest Food Hygiene standards are maintained at all times and, that our venue is a safe and inclusive space for our visitors.

We are building a new team, and this is a unique opportunity to be part of something from the start.

A bit about you

You'll enjoy the buzz of working in a fast-paced customer focused environment and will know what it takes to deliver an appetising, commercial offer that appeals to a wide range of palates. You'll enjoy food preparation and will be up to speed with the latest food hygiene legislation and guidelines. Customer service will be second nature and you'll have experience of managing and developing a high performing customer facing team. You'll be able to engage, motivate and develop the team to deliver excellent customer service and fulfil their potential. As no two days are the same, you'll thrive on variety and be able to think on your feet to solve problems. You'll have good commercial and financial acumen and be comfortable with systems and technology.



The Winchester Discover Centre will be open 7 days a week and will host an exciting programme of live evening events. This is a full time role working 37 hours a week and you will need to be available to work weekends and evening shifts.

What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.

The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee-paying venues and discounts across café and retail.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to recruitment@hampshireculturaltrust.org.uk. Please note applications without a cover may not be considered.

Closing date for applications: 1 December 2021

Interview date: TBC

To find out more about us visit our website www.hampshireculture.org.uk

