

# **ASSISTANT GENERAL MANAGER: CATERING**

Manchester Art Gallery Trading Company Ltd

We are currently looking for an Assistant General Manager who will work with the General Manager to oversee the catering operation at Manchester Art Gallery. You'll ensure that Manchester Art Gallery Trading Co Ltd continuously and effectively support the gallery's needs to the agreed Service Level Agreement whilst participating in the development of strategy and the implementation of initiatives and goals, seeing them through to a successful conclusion.

Manchester Art Gallery is the original useful museum, initiated in 1823 by artists, as an educational institution to ensure that the city and all its people grow with creativity, imagination, health and productivity. The gallery is free and open to all people as a place of civic thinking and public imagination, it promotes art as a means to achieve social change. It has been at the centre of city life for nearly 200 years, created as the Royal Manchester Institution for the Promotion of Literature, Science and the Arts and has been proudly part of Manchester City Council since 1882. The gallery is for and of the people of Manchester. Through its collections, displays and public programmes it works with all our constituents to ensure creativity, care and consideration infect all aspects of the way we live. This is an art school for everybody and for life.

This is a critical time for the Trading Company and the Assistant General Manager will have a big part to play in its future success. We are looking for an experienced and commercially astute person to help lead our café and event catering team, which currently comprises around 20 members of staff.

The Gallery Café is open six days a week from 10am to 5pm. In addition we offer venue hire and associated catering in the gallery which is a key income stream for the Trading Company. This is a fantastic opportunity for someone to work with the team as we rebuild our commercial activity.

APPLY : Completed application forms should be submitted by 3<sup>rd</sup> July via email to [amy.haigh@manchester.gov.uk](mailto:amy.haigh@manchester.gov.uk) or post to: Amy Haigh, Head of Commercial, Manchester Art Gallery, Mosley Street, Manchester M2 3JL

Manchester Art Gallery Trading Co Ltd welcomes applications from all sectors of society and follows a policy of nondiscrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

Assistant General Manager

Salary: £26,000pa

Location: Manchester Art Gallery, Mosley Street, Manchester M2 3JL

Hours: 40 hours per week working 5 days out of 7. The café is currently open Tuesday to Sunday from 10am to 5pm. Some evening work is required for events.

Reporting to: General Manager

Responsible for: Catering and event staff

Contract: 12 month fixed term, with potential to become permanent.

#### KEY RESPONSIBILITIES

- Assist the General Manager with day to day operations and ensure delivery is of a high quality with an emphasis on standards and the visitor experience
- Ensure a high level of cleanliness within the Café and Events spaces
- Be responsible for opening and closing checks whilst on duty
- Implement measures to ensure accurate cash handling and financial reconciliation
- To ensure the café maintains extremely high standards of service, food preparation and budget control
- Working with the General Manager to ensure efficient stock control and effective use of resources
- To assist with line management of the Café staff, including induction and training of new team members
- Ensure that supplier orders are placed accurately and in line with the needs of the service
- To ensure that all financial targets and KPI's are achieved within a framework of absolute financial control
- Ensuring compliance with all current H&S and Food Hygiene legislation
- Working with the General Manager and Events team to ensure effective planning, operational delivery and demobilisation of catering services for gallery venue hire events
- Working with colleagues to promote and effectively market the café and events offer both in gallery and online
- Ensuring efficient and economic use of labour, working with the General Manager to produce rotas and manage annual leave within the team