

# dynamic earth enterprises ltd

## job advert

### CORPORATE HOSPITALITY SUPERVISOR

Dynamic Earth has a fantastic opportunity for an experienced Corporate Hospitality Supervisor to join their busy corporate hospitality team. Immerse yourself in the corporate hustle and bustle of this 5 Star Unique Venue helping to deliver a wide range of both daytime and night time events to a diverse range of clients. You will work on events such as: party political conferences; product launches; large scale dinners; conferences; private parties; to name just a few.

**HOURS OF WORK:** Full time, permanent – please note evening and weekend work is required.

#### JOB SUMMARY

Work with the Conference & Banqueting Manager to ensure that all corporate hospitality events (weddings, conferences, business meetings) operate to 5 star standards. Carry out and lead events, delegate and supervise waiting staff to deliver excellent corporate hospitality service.

#### MAIN DUTIES

- Hands on with all corporate events ensuring that food and beverage requirements are delivered effectively and efficiently at the times specified on the corporate function sheet to 5 star standards,
- Carry out daily corporate waiting duties and supervise corporate waiters and agency waiters/assistants during the set-up, running of events and clear down of events,
- Ensure that a high standard of customer care is maintained at all times and that the corporate waiters are continually assessed for social skill.
- Continually coach mentor and train corporate assistants,
- Ensure that all banqueting equipment, crockery, cutlery, glassware, linen and furniture are correctly transported and stored and that any damaged items are reported accordingly,
- Complete the required corporate administration work before or after each event,
- Provide ad-hoc cover for the Café Supervisor and undertake general food and beverage assistant duties as required.
- Accepting duty management responsibilities as determined by the Food and Beverage Manager
- In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by their Head of Department which may be necessary from time to time to ensure the smooth running of the department

#### ADDITIONAL BAR DUTIES

- Supervising and setting up and closing down of portable and permanent bar outlets
- Stocking and re-stocking bar and beverage items, glasses etc.
- Serving alcohol and soft drinks as required
- Maintaining the bar areas in a tidy and presentable manner.
- Adhering to all Current Scottish Alcohol Licencing Laws

#### ESSENTIAL EXPERIENCE

- Minimum of 1 years supervisory experience working in a similar corporate hospitality environment including bar work.
- Excellent communication skills (both verbal and written).
- Ability to motivate staff and provide clear leadership.
- Ability to work on own initiative and take a proactive approach to work.
- Experience in dealing with customers complaints and comments, turning a negative into a positive.

If you feel you meet the above criteria please send your CV with a covering letter [murray.wight@dynamicearth.co.uk](mailto:murray.wight@dynamicearth.co.uk).

Due to the likelihood of us receiving a high volume of applications, only those candidates selected for an interview will be contacted upon application.