



## Job Description

	<b>Job Title:</b>	<b>Brewery Tap Manager</b>
	<b>Hours:</b>	<b>Fixed: Thursday &amp; Friday 2pm – 11.30pm, Saturday 11am – 11.30pm, Sunday 11am – 5pm</b>
<b>Line Manager:</b>	<b>Variable: Other hours as required for admin</b> <b>Total 42 hours per week or as business requires. As the business develops, a Supervisor of Assistant Manager role will be developed to share Friday/Saturday duties</b> <b>Operations Manager</b>	

**About the Role:**

We converted the Brewery Tap last summer and combined it with our Hop Hangar and outdoor area for a range of special events. Our garden terrace reopened on the 12<sup>th</sup> April with full re-opening on the 17<sup>th</sup> May, subject to Covid regulations.

We are reinstating a programme of live music, alternative comedy, film showings and special events from the summer onwards with the potential of hosting wedding receptions and corporate events outside of core trading hours. We are building a new kitchen and loo block over the summer and once open in July we will introduce a morning and lunchtime service in the Brewery Tap, serving coffees and lunchtime snacks.

Outside seating area approximately 160-200. Hangar seating with social distancing approximately 120, and 200 post Covid. Occasional Brewery Events (Annual Hop Harvest Party) can accommodate up to 1,000 internally and externally. Planning permission has been granted for a second floor over the Brewery Tap for a Kiln and events space which would accommodate up to 80. The site will be developed over the next two years to

The Brewery Tap Manager role is a new and important role within the business. We require a personable, self-motivated individual capable of growing with the business, managing a team and maintaining high standards in all aspects of the operation. They must be able to fit into the sleeves-rolled-up, entrepreneurial culture of the business, and they must have an enthusiasm for beer, as the brewery remains our prime raison d'être, and the Tap is an important part of building our brand reputation.

Our values: beer and hospitality are at the centre of our business along with straight, honest dealing. Our place in the local community is important to us and we are focussed on a range of environmental initiatives to reduce food miles and unnecessary wastage. We want to achieve local sourcing all products where possible.

**Skills & Experience Required:**

- Previous relevant bar and food experience in the hospitality sector essential.
- A flexible, hands on approach with a desire to work and succeed in a small, family-owned business.
- Skills to motivate and engage the team to deliver the highest quality standards.
- Knowledge of licensing, health & safety & hygiene compliance is essential.
- Competency in resource management and inventory control.
- The Brewery Tap will be its own profit centre and so the Manager must be able to analyse performance and take responsibility for growing the profitability of the business.
- Knowledge of bands, music & entertainment for specified events would be an asset but not essential.

**Duties**

- To manage and grow the existing business by bringing fresh and innovative ideas.
  - To lead, motivate and train the team.
  - To manage the staff rota, ensuring consistent levels of staffing and that this in line with the staffing budgets and business needs
  - Monitor stock inventory to ensure adequate stock is maintained and that beer quality is always excellent.
  - Ensure proper cash management, sales measurement and cash-up processes are in place and effectively implemented.
  - To manage the booking system in line with marketing to ensure maximum capacity for all key sessions.
  - To assist with the social media for driving the business forward.
  - To supervise key events
- 
- Salary – Competitive dependent on experience. Base salary plus a bonus for performance over budget. 25 days holiday per year.