

## **Casual Events/ Venue Supervisor**

Seaview Williams town is looking for an experience, qualified and enthusiastic Supervisor to work on a casual basis. The Events Supervisor will support the Seaview management team to supervise event operations on a shift basis to ensure smooth and efficient operations.

### **Shift Supervision duties will include**

- Prepare Event handover from Event Manager
- Room/ event set up and pack down
- Stock management, including stocktakes and ordering
- Direct supervision of all bar and kitchen staff
- Ensure standards are being met for customer service and food quality
- Perform opening and closing duties to ensure timely opening and closing security
- Ensure that all safety standards are being followed
- Act as a server, host, bartender and expeditor as needed
- POS system operation including - Run end of day processes and daily sales reports from POS system and reconcile

### **The ideal Candidate will have:**

- At least 2 years' experience in a similar role
- FOH and BOH qualifications including Food Safety Supervisors accreditation and RSA
- Strong time management and multi-tasking skills
- Exceptional presentation and communication
- Excellent attention to detail
- A passion for hospitality
- Ability to keep the function center organized, stocked and clean at all times
- Ability to spot and resolve problems efficiently
- Mastery in delegating multiple tasks

This position would be perfect for someone whom is returning to work, currently studying or is seeking casual night and weekend work.