



Things you need to know:

Job Title:	Night Manager
Basis:	*936 Annualised hours
Working Hours:	Typically 2 x 9 hours night shifts per week between Thursday and Monday dependant on season
Salary:	£8,100 per annum
Base:	Bryngarw House, Brynmenyn
Accountable to:	Events & Functions Manager

Your Role:

As Night Manager you will be responsible for managing our 19-bedroom wedding venue throughout the night in relation to security and health and safety requirements. You will undertake room set ups ready for the next function and ensure that guest areas are cleaned. You will also be responsible for dealing with guest enquiries and work with colleagues to ensure that any identified maintenance or improvements are communicated effectively and undertaken to maintain the high standards of services required.

What will you be doing?

General Responsibilities

- Dealing with guest enquiries throughout the night.
- Setting up for weddings and events following event requirements, plans and standards.
- Safeguarding our guests once the Event Supervisor has gone home.
- Answering telephone calls throughout the night, ensuring the security of the venue and guests.
- Reporting any maintenance issues through set procedures.
- Ensuring that guest areas and offices are clean and tidy at all times to set standards.
- Ensuring that, if requested, wake up calls are made promptly.
- Attending meetings and training sessions as and when required.

Food Safety, Health & Safety and Wellbeing

- Reporting any accidents or near misses.
 - Applying high levels of hygiene, sanitation and safety at all times.
 - Reporting for duty punctually in the correct uniform, paying attention to personal hygiene and tidiness.
 - Ensuring that all Company and Client policies and procedures, site rules and statutory regulations relating to Food Safety, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH are adhered to.
 - You will be aware of all Fire and Emergency Evacuation Procedures and ensure that normal precautions are taken by team members to protect against fire and safety hazards.
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The person:

Personal Qualities and Values

- Guest and service-orientated approach
- Well-presented professional with a can-do attitude. (E)
- Friendly, confident and approachable. (E)
- A team player. (E)
- You will welcome and embrace change with a positive attitude. (E)
- Passion for excellent customer service. (E)

Skills and Abilities

- Excellent people management skills (E)
- Adaptable and flexible to meet demands. (E)
- You will be able to work unsupervised in a busy environment demonstrating a confident and self-motivated attitude. (E)
- Able to make decisions and take or direct required action (E)
- Ability to speak Welsh. (D)

Qualifications and Training

- Qualification in Hospitality and Management (D)
- Licensed Premises General Manager's certificate (D)

Knowledge and Experience

- Proven experience working in a similar environment or role or relevant transferable skills (E)
- Knowledge of Health and Safety and fire safety requirements (D)
- Experience of managing administrative responsibilities in relation to food and beverage operation, including scheduling, budgeting, selling procedures, client relations and billing. (D)
- Practical knowledge and experience of complying with relevant legislation and industry best practice. (E)

E-Essential D-Desirable



General Duties and Responsibilities

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do.
- Ensure that activities are completed in accordance with Awen's commitment to equalities and diversity and in line with best practice and legislation. •
- This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business.

Conditions of your appointment

Medical Clearance:	Any offer of appointment is subject to medical clearance.
References:	Two satisfactory references of which one should be your last employer. Where possible, both should be from previous employers.
Probationary period:	New staff appointed to Awen Trading Ltd will be subject to a 6-month probationary period.
Eligibility to work in the UK:	You are required to provide originals of one of the following documents as proof of your eligibility to work in the UK: birth certificate issued in the United Kingdom in conjunction with form P45, Form P60 or a pay slip from previous employment, current passport issued by a member state of the EEA or official immigration document showing that you are eligible to work in the United Kingdom.

* An Annualised contract means that your hours will vary throughout the year dependant on business needs, but salary is divided equally between 12 monthly payments.
