

Candidate Information Pack



About the job

- To undertake general day to day Duty Manager responsibilities including opening up and closing the building, ensuring staff resources are in place and are able to undertake their duties.
- Plan and manage pavilion events in conjunction with the manager and act as the responsible manager on behalf of the licence holder when running events and private functions.
- Increase footfall, bookings and income by leading on the generation of regular and seasonal promotional activity for Bistro and functions via the council's website and social media channels.
- Assist in budget management and income generation as directed by the manager and as part of the centre management team using performance data in a planned approach.
- Oversee the daily provision of Bistro and bar services to the local community and venue hirers.
- Assist the Pavilion manager in the management of the staff team, acting as day-to-day line manager for hospitality staff, including both contracted and zero hours personnel.
- Manage hospitality staff rotas to provide effective cover for services and manage shift changes as appropriate in the event of sickness or absence.
- Ensure effective daily set-up and cleaning to ensure attractive presentation.
- Take bookings and cover reception where required (e.g. lunch breaks).
- Ensure adequate stock control systems are in place and monitor catering and bar stock.
- Control costs and maximise profitability by regularly reviewing wastage, quality, and portion control.
- Ensure appropriate records are kept and maintained as required in respect of legislative compliance and licensing requirements.
- Undertake training in line with the role and requirements of the council and the post holder's personal development plan.

About the Pavilion ([department info](#))

The Pavilion Sport & Community Centre is an integral part Peterlee Town Council's sport, wellbeing, and community/cultural provision. Built in 2009 funded by a range of sport and community sources including significant investment by this council it is a valuable community asset serving a diverse range of customers.

As well as facilitating outdoor sport, football, cricket, and the hirers of the Multi Use Games Area (MUGA) by providing changing spaces and spectator refreshments, the Pavilion provides a number of spaces for indoor physical activity, meetings, and social events.

The council aims to continuously improve the hospitality offer and reach of the facility and in showing its commitment invested in the refurbishment of the Funk-a-deli café and bistro in 2021 and has become the social hub for many of the participants and users of the building. It provides light lunch items and excellent coffee and snacks throughout the day.

Specifically, the Pavilion caters for the following:

- A varied weekly exercise class programme delivered by the council's Health and Wellbeing team.
- Spaces for seminars, training courses and meetings for a range of hirers
- A hub for many community groups
- Function room space for parties and events
- A developing programme of in-house events including Hilarity Bites comedy nights, craft fairs, Christmas fair and children's holiday activities.
- Funk-a-deli café and bistro

Why work for Peterlee Town Council?

We offer great working conditions and terms including:

- Job security – this is a permanent role in our staff team.
- Access to the generous Local Government Pension Scheme
- 24 days holiday increasing to 29 days after 5 years, plus statutory holidays.
- Free car parking
- Staff wellbeing programme including cycle to work scheme, wellbeing activities, and more!
- A well supported appraisal and personal development programme with good opportunities for training and development

It's also a great place to work to help make a difference in our town. In our 2022 staff survey 100% of colleagues told us that they were proud to work for Peterlee Town Council. 100% of our colleagues also said that they knew what they needed to do to be successful in their role and that they had access to the things they needed to do their job well.

What happens next?

If you are interested in joining our team, then we'd love to hear from you.

You'll need to complete the formal application form, but we'd also encourage you to get in touch with the centre manager Andrew on 01915869957 or email Andrew.frankcom@peterlee.gov.uk, for an informal chat about the role before you do fill the form in.

Completed application forms need to be submitted by email to corporateadminteam@peterlee.gov.uk no later than 12.00 noon on Thursday 25th April 2024.

We'll be shortlisting for interview during the next few days, will contact successful people for interviews no later than close of play on Wednesday 1st May 2024 and will be interviewing on Wednesday 8th May 2024.

We're looking for the successful candidate to join us as soon as possible after that!

