

Hawk Conservancy Trust
Visitor Centre, Sarson Lane
Weyhill, Andover
Hampshire, SP11 8DY

T: 01264 773 850
F: 01264 773 772
E: info@hawkconservancy.org
www.hawkconservancy.org



Where the sky's the limit

Catering and Corporate Events Supervisor

An exciting opportunity has arisen for a Catering and Corporate Events Supervisor with the Hawk Conservancy Trust, working with a well-established and brilliant team. Your role will be to ensure a high standard of service and impeccable customer care are delivered at all times.

Responsible to: Head of Catering and Retail and Assistant Catering Manager
Hours: Full-time, permanent. Includes weekend and evening hours of work.
Salary: £18,000-£20,500 (depending on experience)

About the Hawk Conservancy Trust

The Hawk Conservancy is an award-winning visitor attraction and conservation charity dedicated to the conservation of birds of prey and their habitats. The Trust has already enjoyed considerable success over the last 50 years and is ranked as the top attraction in Hampshire according to TripAdvisor. We are fortunate to be situated on a stunning 22-acre park with a range of facilities, including the Trust Shop and Feathers Restaurant. Our reputation for a friendly welcome and dedication to our birds and our visitors is central to our success.

Main duties and responsibilities:

- Delivering the highest standard of customer service in all aspects.
- Responsible for ensuring the restaurant and/or function rooms are setup for service and ensuring staff are well informed, correctly presented and maintained throughout the shift.
- To maintain the Trust's highest standards of food hygiene and comply with current health and safety legislation.
- To supervise and provide support in all areas of the catering department spotting and acting on any training needs.
- To assist in helping with corporate events, where required, including contributing to the upkeep and cleaning of our corporate facilities. You will also maintain the restaurant's high standards when events are running alongside.
- Cashing-up verification.
- Providing cover for the Retail Team when required.
- Maintaining high levels of cleanliness in all areas.
- Contributing to effective teamwork within the Hawk Conservancy Trust as a whole.
- Working to consistent professional standards in all aspects of the role and any other requests made by the management of the Trust.

CONSERVATION EDUCATION RESEARCH REHABILITATION

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Person Specification

You will need to be/have

- A friendly and welcoming attitude
- Excellent customer service skills
- Leadership skills
- Good interpersonal and communication skills
- Ability to work long hours in a stressful environment and remain enthusiastic
- Ability to work in a team and individually particularly when setting up for events
- Previous catering and events experience will help but is not essential
- Excellent organisational and planning skills
- Trustworthy and conscientious
- Team player
- Ability to work under pressure and with conflicting priorities while still smiling
- Experience in a fast-paced hospitality environment with a positive 'can do' attitude

APPLICATION

Please submit a CV together with a covering letter, noting the role for which you are applying, to hr@hawkconservancy.org or by post to Human Resources, Hawk Conservancy Trust, Sarson Lane, Weyhill, Andover, Hampshire, SP11 8DY.

Rolling process for applications—apply as soon as possible!

Please Note: the position is subject to DBS (Disclosure and Barring Service) check and references. Due to the location it is important to have your own transport

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