

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

T: 01264 773 850  
F: 01264 773 772  
E: [info@hawkconservancy.org](mailto:info@hawkconservancy.org)  
[www.hawkconservancy.org](http://www.hawkconservancy.org)



*Where the sky's the limit*

## Senior Catering and Corporate Supervisor

An exciting opportunity has arisen for a Senior Catering and Corporate Supervisor within the Hawk Conservancy Trust, for a period of 24 months, with potential to increase. Working with an already well established and brilliant team, reporting to the Head of Catering and Retail Manager, Your role will be to ensure the high standard of service and impeccable customer service delivered at all times.

### Main duties and responsibilities:

- Delivering the highest standard of customer service in all aspects
- Responsible for ensuring the restaurant and/or function is set up ready 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 as well as being hands on in all areas, and train staff where needed.
- To assist in helping corporate events where required, including contributing to the upkeep and cleaning of our corporate facility and maintain the restaurants high standards when events are running alongside.
- Cashing-up verification, managing stock control, end of month reporting.
- Maintaining the 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.

### Person Specification

You will need to be/have

- A friendly and welcoming attitude

CONNECT WITH US



@HawkConservancy

CONSERVATION EDUCATION RESEARCH REHABILITATION

HAWK CONSERVANCY TRUST LTD  
CHARITY NO: 1092349 | COMPANY NO: 4304161 | VAT NO: 997 3248 63  
THE HAWK CONSERVANCY TRADING COMPANY LTD  
COMPANY NO: 5028485



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

T: 01264 773 850  
F: 01264 773 772  
E: [info@hawkconservancy.org](mailto:info@hawkconservancy.org)  
[www.hawkconservancy.org](http://www.hawkconservancy.org)



*Where the sky's the limit*

- Excellent customer service skills,
- Leadership skill
- Good interpersonal and communication skills
- Ability to work long hours in a stressful environment and remain enthusiastic and keep smiling
- 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
- Experience in a fast paced hospitality environment with a positive 'can do' attitude

Working days may depend on events, but will cover weekends, depending on events weekends off will be rotated and aim to have one full weekend off every 4 weeks where possible.

Job Types: Full-time, Contract

Salary: £21,000.00-£24,000.00 per year

CONNECT WITH US



@HawkConservancy

CONSERVATION EDUCATION RESEARCH REHABILITATION

HAWK CONSERVANCY TRUST LTD  
CHARITY NO: 1092349 | COMPANY NO: 4304161 | VAT NO: 997 3248 63  
THE HAWK CONSERVANCY TRADING COMPANY LTD  
COMPANY NO: 5028485

