

Assistant Food & Beverage Manager

Job Description

The Role

Job title:	Assistant Food & Beverage Manager
Department:	Campus Experience
Responsible to:	Food & Beverage Operations Manager
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 6: starting at £30,378 and progressing to £35,608 per annum <u>Please note:</u> it is the university's policy to appoint new staff at the starting point of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them.
Term:	Permanent, full time, averaging 35 hours per week, including evenings and weekends
Relationships with:	Internal stakeholders including Catering, Bar Operations, Conferences & Events, Accommodation, Estates, Finance, Marketing and Professional Services; Students Union external suppliers and contractors.

Purpose

The Assistant Food & Beverage Manager will play a key role in supporting the delivery of a unified Food & Beverage operation across catering, bar and events.

This role is integral to ensuring consistent standards, efficient operations and a high-quality customer experience across all outlets and services are delivered.

You will support the Food & Beverage Operations Manager in the day-to-day management of service delivery, team leadership, stock control, ordering and rota planning, while also taking responsibility for leading shifts, events and functions across campus.

This is a highly operational, hands-on role requiring strong leadership, organisational skills and a passion for hospitality and service excellence.

Key Responsibilities

- 1.** Lead and manage day-to-day Food & Beverage operations across catering, bar and events
- 2.** Be proactive and creative to deliver commercial targets

3. Plan, oversee and deliver events, functions and hospitality across campus
4. Supervise, motivate and coordinate team members across multiple F&B service areas
5. Lead team briefings and ensure effective staff deployment in line with business needs
6. Support recruitment, training and ongoing development of staff to maintain service standards
7. Undertake first-line performance management and promote a positive team culture
8. Help prepare and manage staff rotas in line with demand and budgetary parameters
9. Keep up to date with trends, themes and opportunities across the sector
10. Manage ordering of food, beverages and consumables in line with operational requirements
11. Monitor stock levels, control wastage and ensure effective stock management processes
12. Support delivery of financial targets through cost control, labour management and driving sales
13. Work collaboratively with internal departments to ensure seamless delivery of services and events
14. Maintain high standards of food safety, health & safety and compliance across all operations
15. Deputise for the Food & Beverage Operations Manager as required, supporting operational continuity

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Good standard of education including GCSE English & Maths	E	A
Qualification in Hospitality, Catering or Management	D	A
Personal Licence (or willingness to obtain)	D	A

Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Experience in a supervisory or management role within hospitality or food & beverage	E	A, B
Experience of leading shifts or service in a hospitality or events environment	E	A, B
Strong people management and team leadership skills	E	A, B
Experience of rota planning and workforce deployment	D	A, B
Knowledge of stock control, ordering and supplier management	D	A, B
Understanding of financial performance, cost control and KPIs	D	A, B
Excellent customer service and communication skills	E	A, B

Ability to work under pressure in a fast-paced environment	E	A, B
Competent IT skills (Microsoft Office and operational systems)	E	A

Other requirements	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Flexible approach to working hours including evenings and weekends	E	A, B
Proactive, organised and solutions-focused	E	A, B
Strong team player	E	A, B
Professional, approachable and confident	E	A, B
Passion for delivering high-quality food & beverage experiences	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Charlie Savage, Food and Beverage Operations Manager Charlie.Savage@rau.ac.uk
- Closing date:** Sunday 4 October 2026 with **Interviews on:** Friday 16 October 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- Please note:** it is the university's policy to appoint new staff at the bottom of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.