

Head of Food & Beverage Job Advertisement



About Foundation Theatres

Foundation Theatres is an Australian family owned theatre owner and operator. Our venues are two of Sydney's premier theatres: The Capitol Theatre and Sydney Lyric. Our mission is to operate a series of thriving, internationally renowned, first-class theatres.

In this role, your energy and attention to detail is a critical part of making our theatres great venues for our patrons to visit and our presenters, performers, crew and visiting companies to experience. Your ideas, work ethic, workplace pride, team spirit and commitment to safety are respected hallmarks of your role.

The Foundation Theatres team share a passion for the theatre industry in Australia, its product and the people it attracts from diverse backgrounds. Every role within Foundation Theatres requires each of us to be 'House Proud' ensuring that our venues are of the finest possible quality in service and physical condition.

We have an exciting opportunity for a person with strong administration skills and a passion for hospitality to become a senior member of our theatre team. This is an exciting opportunity available for a person with at least five years' experience leading the hospitality operations within an organisation. Hours are 40 hours to be performed generally between 2.00pm to 10.30pm Wednesday to Sunday, though a flexible schedule is required.

About Positions

- Work Type: Full Time
- Location: Pyrmont & Haymarket, NSW
- Hours of work: Varied, predominately evenings and weekends

Responsibilities

- Manage all day to day operations within the department
- Leading team by attracting, recruiting, training and appraising personnel
- Responsible for upholding Owner's vision for patron experiences in the venue
- Develop F&B Proposition with continuous refinement
- Reconcile all financials for all venues and ensure finance department has regular accurate information
- Audit all venues once per week, including a full safe audit
- Update all policies and procedures within the department
- Recruit casual staff, including process of placing advert, interviewing, contracting and on boarding staff
- Identify customer needs and respond to concerns
- Book functions and have fast and accurate communication with customers
- Pricing and product selection in conjunction with CEO and DOO
- Full accountability for stock across all venues
- Sign off casual roster each week
- Develop management roster
- Develop training plan for management and casual team
- Develop function quotes
- Oversee and undertake weekly banking tasks
- Review P&L budget vs. actuals and reforecast where appropriate
- Liaise with production for marketing and functions required including opening night functions
- Management of special function spaces
- Liaising with technical departments and FOH for function requirements to assure a smooth and well executed function
- Vendor management and negotiation, (food, beverage, hospitality, Prosegur etc.)
- Responsible for ensuring all staff act in accordance with company policy
- Provide mentorship, leadership and management to your team, including providing feedback, expressing thanks on behalf of Foundation Theatres and undertaking performance management



- Proactively communicate concerns or expected problems to management, and to work with management in a positive and practical manner to come up with timely and effective solutions
- Manage the implementation of policies and procedures
- Other duties as required

Selection Criteria

- A minimum of 5 years' leadership experience in a Food & Beverage role.
- Strong communication, leadership and organisational skills.
- Previous experience in F&B leadership in a fast-paced environment.
- A passion for hospitality and service, and solid insight into industry trends.
- Superior computer and IT skills, including fluency in software programs including word, excel, and leading POS application.
- Used a POS system and technology to improve and streamline Strong administration experience, and a passion for creation and implementation of process and procedure.
- Strong HR skills and proven experience in hiring, motivating, training, and leading a large casual workforce.
- Holds an RSA, and ideally food handling course.
- Ability to spot and resolve problems efficiently.
- An outstanding customer service orientation.
- Exceptional time management and ability to multi task.
- A positive 'can do' attitude and desire to make a difference within the organisation.
- Ability to work proactively and flexibly within not only your immediate team but also within other theatre environments.

COVID Vaccination

It is a requirement that all Foundation Theatres staff are full vaccinated against COVID-19 or have a valid medical exemption.

How to Apply

Does this sound like you? If you have the personality and customer focus required for this role, we would like to hear from you. Please send your cover letter and CV to kmurphy@foundationtheatres.com.au