

Job Title:	Group Food & Beverage Stock Controller
Base:	Heacham Manor Hotel (HM) & Searles Leisure Resort (SLR)
Reporting to:	Food & Beverage (F&B) Operations Manager and HM General Manager
Job Purpose:	<p>The Food and Beverage Stock Controller is a key team member and plays a central role in the daily operations and oversight of stock control processes within the Food and Beverage departments in both Searles Leisure Resort and Heacham Manor Hotel. Collaborating seamlessly with the Finance Team, this role is dedicated to enhancing accuracy, proposing innovations, and fostering improvements that elevate overall performance.</p> <p>The Controller takes a lead role in managing the Group POS Systems, ensuring meticulous data input, and actively participating in monthly stocktakes and menu costing to optimise group GP%. Operating as a bridge between Heacham Manor Hotel and Searles Leisure Resort, the Controller oversees bar item orders, reviews delivery invoices, and engages closely with Managers from both locations to address queries and discrepancies, fostering a unified approach across our establishments.</p> <p>This role plays a crucial part in upholding the company's commitment to operational compliance, efficiency, and continuous improvement within the Food and Beverage departments. The Stock Controller actively contributes to the achievement of the Company's mission and objectives, aligning seamlessly with our core values and strategic goals.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Oversee and manage the Group POS Systems, ensuring accurate data input and maintaining up-to-date systems. • Edit daily Food and Beverage reports, meticulously reconciling all activities, and deliver precise audit reports to the Finance Team. • Play a pivotal role in the monthly stocktake and overall inventory management, contributing significantly to the costing of menus to achieve the group GP%. • Support the F&B Operations Manager and Hotel General Manager in ensuring all menus and products are costed to achieve the group GP% • Determine and manage bar item orders to a par stock level, reviewing delivery invoices for inventory accuracy. • Collaborate with Food and Beverage outlet Managers to address queries or missing checks and drive continuous improvement in transaction processes. • Compare Food and Beverage revenues with system reports and actively contribute to the enhancement of POS database functionality. • Follow up on POS hardware and software issues, acting as a liaison between the team and support. • Conduct spot checks with Food and Beverage outlets and initiate investigations as necessary. • Ensure timely completion of audit lists and accurate processing of F&B invoices. • Provide training to assist managers and shift leaders, ensuring adherence to company policies and procedures within budget constraints. • To act as an ambassador for the Company and ensure that it's promoted externally on all relevant occasions. • To perform any other duties as required by the Company, as requested by Management, to ensure the successful and efficient running of the business.
Key Relationships:	<ul style="list-style-type: none"> • Group Operations Director • F&B Operations Manager • HM General Manager • Financial Controller

	<ul style="list-style-type: none"> • F&B Managers • Head Chefs • F&B teams
Education, Training & Experience:	<ul style="list-style-type: none"> • Driving Licence Valid UK (essential) • Strong understanding of F&B operations/ experience (desirable) • Computer literate with proficiency in Microsoft Office- word, outlook and excel (essential) • Experience in Stock Control systems (desirable)
Disposition & requirements:	<ul style="list-style-type: none"> • Strong analytical skills for data analysis and reporting. • Excellent verbal and written communication skills. • Ability to identify and resolve issues related to stock and inventory. • Ability to work collaboratively with cross-functional teams. • High attention to detail to ensure accuracy in stock-related activities. • Ability to adapt to changes in processes and systems. • Proactive approach to identifying and implementing process improvements.
Hours of Work, Contract & Salary:	<ul style="list-style-type: none"> • 40 hours per week. Monday-Friday with weekend availability when required. • Permanent Contract • £26,000 per annum

Advert to include 'Short-Term accommodation may be available on request for relocation'