



**Title** Catering and Operations Assistant  
**Division** OXO2  
**Reports to** Lily Lubowitz

### OVERALL SCOPE & PURPOSE OF ROLE

The prime function of this role is to effectively manage the day to day operational processes at OXO2. The ideal candidate will be a highly organised, self motivated individual that is looking to develop their operational experience with the planning and delivery process of all events. Ensuring high quality service is delivered, on time and to budget is essential. The candidate must manage client delivery projects effectively, enabling us to fulfill our contracted promises to clients and leading to successful account management.

### GENERAL RESPONSIBILITIES AND DUTIES

#### OPERATIONS AND CATERING MANAGEMENT

- Day to day operational autonomy, but supported for standard, policy issues and strategic objectives.
- Ensure all administration relating to events is completed.
- Ensure all stock is stored tidily and correctly maintained, including undertaking stock takes each month.
- Manage Petty Cash and Float.
- Ensure health, safety and hygiene standards are maintained and best practice procedures are followed at all times.
- Responsible for ordering everything for event, e.g. linen, catering equipment, staff etc.
- Catering Supplier management, maintaining relationships to optimize price and quality
- Operations manager for events, ensuring all events are delivered to the highest standard, whilst maximising profit.
- Ensure liaison and briefings with all suppliers are in line with delivery objectives
- Oversee all venue project timelines and budget to achieve objectives
- Work closely with the Head Chef during events and sales team in the run up, to ensure all events are delivered efficiently and to the standard OXO2 expects.
- Manage kitchen and event diary.

#### VENUE MANAGEMENT

- To be responsible for the day to day upkeep of the venue and back of house area
- Ensure venue is set and ready for site visits at all times
- Office assistance, including: Post, Team minutes, stationary management

#### PEOPLE MANAGEMENT

- To lead, manage and motivate event staff to ensure the efficient operational running of all events
- To ensure the use of best practice people management and to promote a working environment where staff are motivated and adaptable
- Facilitate the development of a culture of excellence and continuous improvement.
- To ensure freelance staff availability all year round through recruitment

#### MARKETING & SALES MANAGEMENT

- Assist with social media management and venue photo management
- Assist with Open Days
- Assist with sales management and key account management with existing clients
- Site visits and show rounds
- Key account management with existing clients



**PERSON SPECIFICATION**

**QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

**KNOWLEDGE, SKILLS & EXPERIENCE (ESSENTIAL):**

- 1 years operational events experience
- Excellent organisational skills and attention to detail
- Ability to work under pressure to deadlines whilst delivering numerous events on time and on budget
- Flexibility
- Microsoft literate
- Proactive

**PERSON SPECIFICATION cont (DESIRABLE):**

- Excellent written and verbal communication skills
- Creative
- Personable
- Outgoing
- Team player

**PERSON SPECIFICATION**

**QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

This job description, has been designed to indicate the general nature and level of work performed by employees within this role and may be subject to periodic review and modification.

Employee:

Line Manager:

Signature:

Signature:

Prepared by:

Date Issued: