



University of York Students' Union

Registered in England and Wales.

Charity Number: 1173404 Company Number: 10688097

Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org

T: 01904 32 3724

W: yusu.org



Job Title: Venue Manager

Salary: £21,000pa - £24,000pa - dependent on experience

Place of Work: The Courtyard, Derwent College, University of York

About

In 2018, YUSU was ranked 21st in the The Sunday Times' Top 100 Best Not-For-Profit organisations to work for in the UK. Each year, YUSU invest over £20,000 in staff and officer training as we are dedicated to supporting and developing the skills and aspirations of our employees.

From our hardworking bar staff at our award-winning venues to our CEO, we all share the same goal - to put students at the heart of everything we do.

The University of York Students' Union (YUSU) is a charity that is run for, and by, the 16,000 students at the University of York. YUSU Commercial Services (YUSU CS) operates market leading licensed and catered venues throughout campus. All profits generated by these operations are reinvested back into the Students' Union to support student life at the University of York.

YUSU is committed to promoting a diverse and inclusive community. We welcome applications from currently underrepresented groups including BAME applicants.

Purpose of Role

In the world of large scale hospitality, you will struggle to find an opportunity like this. As a not for profit organisation we work to a different set of rules to those found on the high street. From working with a large team of like-minded student staff, to forming a key player in a hard-working, motivated and close knit management team you will be working some of the most sociable hours found in the industry. On top of this, you will experience freedom and autonomy to influence our services at a level seldom found elsewhere.

We are currently seeking a Venue Manager for our flagship venue, The Courtyard. The Courtyard is one of the many unique licensed venues ran by YUSU



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Commercial Services. The Courtyard opened in January 2009 and has become an integral part of University of York's social scene.

Out front, we offer a range of drinks including cocktails, a varied draught offering and a large spirit selection. In the kitchen, we offer an extensive cook to order menu throughout the day and an exciting pizza-based menu during the evening. As well as this, we host hundreds of student led events, our own in-house club nights and live sports coverage.

You will be leading a team of both student employees and full time career staff, setting the tone during a busy day service and empowering your student team to deliver a popular night time venue. Along with a market based salary, this role offers work-life balance rarely found within the commercial hospitality field.

Benefits of the Role

- Unlike many other roles within hospitality here at YUSU we are able to offer sociable hours with a real work/life balance.
- With the majority of your annualised working hours, 2080 per year including 28 days holiday (inclusive of Bank Holidays), worked during term time.
- You will on average work up to 50 hours per week throughout the 10-week term.
- This means that outside of term you will be able to enjoy a much more relaxed work rota with your presence only required for out of term events and meetings.
- Uniquely in the hospitality industry you currently will not be required to work over the Christmas Holiday period nor the New Year period.

Duties & Responsibilities



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- Responsible for the day to day running of a busy venue working closely with your Assistant Manager and Lead Chef. As well as over 45 student staff.
- Ensuring that all Food Hygiene, Health & Safety legislation and the Venue's Premises License is strictly adhered to.
- Monitoring stock levels and wastage through effective ordering and planning to ensure that GP targets are achieved
- Ensuring that all staff benefit from pro-active on the job training.
- Working alongside the Catering Manager & Bars Manager to ensure that our offering represents good value to our customers and reflects current market trends.
- Lead on the recruitment and training of new staff as and when the needs of the business dictate.
- To assist in the creation & completion of applications to nationally accredit best practice schemes.

Person Specification

	Essential	Desirable
Qualifications		
Good Education general	X	
Appropriate Management/ Professional Qualification		X
Food Hygiene Level 2		X
First aid certificate		X
Personal License Holder	X	
Appropriate Health & Safety Qualification		X
Experience		



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Previous experience demonstrating good management and effective co-ordination of a venue team.	X	
Menu costing experience		X
Good interpersonal skills with both kitchen, front of house staff and management	X	
Management of a team of staff	X	
Management of stock and cash	X	
Using EPOS systems		X
Training Delivery		X
Knowledge		
Student market trends		X
Health & Safety, COSHH and First Aid legislation and best practice	X	
Best practice with regard to stocktaking & cash security	X	

Awareness of food hygiene practices and high standards within a kitchen.	X	
Skills		
Good IT skills, in particular Microsoft Office suite including word, excel and PowerPoint	X	
Leadership	X	



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Communication skills (written & oral)	X	
Values/attitudes		
Commitment to Equal Opportunities	X	
Commitment to working in a democratic environment	X	
Flexible approach to working hours available to work late evenings	X	
Commitment to excellence in customer care	X	

General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conference considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls, University open days and any other key events, including elections if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.

Legislation & Company Policy



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- To have a thorough understanding of Food Safety, Licensing and Health & Safety and its implementation within your duties.
- To understand and actively support all company policies relevant to your role, including Green Impact, Best Bar None and the Good Night Out Campaigns.

Applications for the role close on the 23rd of February, 2020

In the first instance please apply with your current curriculum vitae and a covering letter to csjobs@yusu.org