



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Food & Beverage (F&B) Manager

£30,000 to £36,000 per annum | Full-time, Permanent | 40 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

WHO WE ARE

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles. We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

OUR VALUES

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

WHAT WE DO

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults. We strive to work ethically and transparently in everything we do.

OUR MISSION

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.

Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.



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Position:	F&B Manager
Location:	Plymouth
Offices:	The Hub at Foulston Park, Madden Road, Plymouth, PL1 4NE
Salary:	£30,000 to £36,000 per annum dependant on experience
Contract:	Full-time, Permanent
Hours:	40 hours per week, evening and weekend working is required
Reports to:	General Manager/Head of Facilities– Foulston Park

We are seeking a passionate and experienced F&B Manager to lead the food and beverage offer at our community facility at Foulston Park.

This is an exciting time to join the team and lead our newly rebranded Common Ground Café, helping to create a vibrant and welcoming food and drink destination for both the Hub and the wider Foulston Park site. The successful candidate will play a key role in shaping the café's offer, with the opportunity to develop a new menu and further establish our thriving community café at the heart of Devonport.

The F&B Manager will oversee the full operation of the café, including kitchen, front-of-house, catering services and bar. The role involves managing the preparation, delivery and sale of high-quality food and drink in a fast-paced environment, while maintaining excellent standards of food quality, customer service and operational efficiency. You will be responsible for managing kitchen and front-of-house operations, menu development, stock ordering and control, food safety compliance, and leading a team of 5+ food and beverage staff.

This role offers the opportunity to drive both the financial and culinary success of Common Ground Café – from daily café service (core opening hours 0900–1600, seven days a week) to events, catering and bar operations. As a member of the Hub management team, you will take pride in delivering excellent customer experience while supporting the facility's long-term financial sustainability and wider community outcomes.

HOW TO APPLY

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form

<https://hr.breathehr.com/v/food-and-beverage-f-b-manager-45732>

You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only.

If you would like further information or wish to discuss the post contact ACTrecruitment@pafc.co.uk.

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>.

Closing date for applications - Monday, 23 March 26
Shortlisting date - Tuesday, 24 March 26
Interview date - Thursday, 26 March or Friday, 27 March 26

We encourage early applications as we reserve the right to close the role early upon appointing a suitable candidate.



There has never been a more exciting time to work for Argyle, as Plymouth Argyle and Argyle Community Trust continue to develop their portfolio across the city. The investment in facilities will establish the Club and Trust as a leading force for change in the community for generations.

Argyle Community Trust, Plymouth Argyle, Plymouth City Council, Plymouth Albion RFC, and Devonport Community Leisure Limited (DCLL) have come together to transform the old Brickfields site into a sporting centre of excellence and asset for the wider Plymouth community.

Extensive community and sport facilities will include new grass and all-weather 3G pitches, athletics facilities, play zones exclusively for public use, better public access, landscaped public areas, and parking.

The Hub at Foulston Park, the newly opened community hub, sits at the heart of the city and aims to provide superb facilities to support the ambitions and needs of one of the communities the charity proudly serves, providing vital outcomes for local people, and delivering on the important aims and objects of the charity. A beacon of positive activity for the community to be proud of for generations.

The Hub will provide a thriving new community space accessible for local people and give the Trust and associated partners the ability to provide members of the local community with access, support, and equipment to reduce health inequalities, promote wellbeing, and become a beacon for local community activity provision.

The wide-ranging offering will significantly exceed what has been available for the community in previous years, including education and employment programmes, adult education, wellbeing support, a dedicated space for youth services, a soft play centre, new, affordable gym, and a community café.

Working for Argyle Community Trust is already a rewarding and exciting career. Our staff make a difference to the lives of people across the region every single day and no two days are ever the same.

Argyle Community Trust Chief Executive Officer Mark Lovell said: "This is an extremely exciting and historic period in the history of Argyle on and off the pitch, and staff have a real opportunity to be involved in innovative projects in collaboration with some of the leading businesses in the city.

"Our focus is to ensure The Hub becomes integral to the local community's health and wellbeing and a focal point for everyday activities. The Hub will make a significant difference to the local community and ensure a local facility remains a community asset."

Find out more about The Hub at Foulston Park here <https://foulstonpark.co.uk/the-hub/>



JOB DESCRIPTION

Primary Objectives of the Role

- Cafe Management: Lead the day-to-day operation of the café, including kitchen, front-of-house, catering and soft play areas, ensuring smooth service and high standards across all areas.
- Menu Planning and Development: Design, develop and maintain the café menu, ensuring a varied, high-quality offer that reflects seasonal produce and customer demand.
- Team Leadership: Manage, support and motivate food and beverage staff, providing clear direction, training and leadership to maintain an efficient and positive working environment.
- Food Safety and Hygiene: Ensure all food and beverage operations comply with food safety regulations, including appropriate storage, preparation, sanitation and allergen management.
- Inventory and Supplier Management: Monitor stock levels, oversee ordering of supplies and maintain effective stock control to support efficient operations.
- Quality Control: Maintain consistently high standards of food quality, preparation and presentation.
- Cost Control: Manage food and beverage costs through portion control, waste reduction and effective supplier management.
- Bar Management: Oversee bar operations, including stock management, licensing compliance and service standards.
- Staff Scheduling: Prepare and manage staff rotas to ensure appropriate coverage during peak periods and events.
- Financial Management: Monitor income and expenditure and ensure the café and bar contribute positively to financial targets.
- Customer Experience: Deliver an excellent customer experience through high service standards, efficient operations and responsive communication with customers.
- Health and Safety Compliance: Maintain a safe working environment through regular checks, compliance with procedures and adherence to relevant legislation.
- Training and Development: Support staff training and development, including onboarding new team members and building team capability.
- Operational Support: Provide operational support to other Trust sites when required.

Manage and Deliver

- Lead the day-to-day operation of the café, kitchen, bar and catering services, ensuring smooth and efficient service across all areas.
- Oversee the preparation and service of food and beverages, maintaining consistently high standards of quality, presentation and customer experience.
- Manage front-of-house and kitchen teams to ensure effective service delivery during busy periods and events.
- Develop, implement and review menus, seasonal offers and catering services that reflect customer demand and support commercial performance.
- Ensure the café and bar environment is clean, welcoming and well-presented at all times.
- Support operational delivery across the wider Hub and other Trust sites when required.



Promote and Develop

- Contribute to the development of the Common Ground Café as a vibrant food and drink destination within Foulston Park.
- Design, develop and oversee the implementation of initiatives to increase footfall and sales.
- Support marketing and promotional activity to increase awareness, customer engagement and repeat visits.
- Gather and respond to customer feedback to continually improve the food and beverage offer and service experience.
- Build positive relationships with customers, partners and community stakeholders.
- Represent the café and the Trust at events and community activities where appropriate.

Quality and Safety

- Ensure full compliance with food safety, hygiene, health and safety, safeguarding and licensing regulations. Design, develop and oversee the implementation of initiatives to increase footfall and sales.
- Maintain safe systems of work within the café, kitchen and bar, including the safe use of equipment and adherence to risk assessments..
- Gather and respond to customer feedback to continually improve the food and beverage offer and service experience.
- Ensure staff understand and follow all Normal Operating Procedures (NOPs), Emergency Action Procedures (EAPs) and Standard Operating Procedures (SOPs).
- Promote a culture of safety, cleanliness and professionalism across the food and beverage team.

Budget and Accountability

- Manage catering, café and bar income and expenditure to meet agreed financial targets and achieve financial sustainability.
- Monitor stock levels, oversee ordering and maintain effective stock control processes.
- Manage food costs through effective portion control, waste reduction and supplier management.
- Follow Trust financial procedures including cash handling, banking and financial reporting requirements.
- Contribute to monitoring performance and identifying opportunities to further improve financial sustainability.

Core Responsibilities

- Recruit, manage, support and develop a team of food and beverage staff, creating a positive and productive working environment.
- Prepare and manage staff rotas to ensure appropriate staffing levels across café and bar operations.
- Provide training, induction and ongoing development opportunities for team members.
- Handle customer queries, feedback and complaints in a professional and constructive manner.
- Maintain accurate records and complete administrative duties relevant to the role.
- Attend team meetings, training and organisational events as required.
- Uphold the values and reputation of Argyle Community Trust through professional conduct and high standards of service.



PERSON SPECIFICATION

Qualifications and Experience

Proven experience managing or supervising a café, restaurant or similar food and beverage operation	E
Demonstrable ability to take ownership of a food and beverage operation and lead day-to-day service with minimal supervision	E
Experience managing financial performance within a hospitality environment, including controlling costs, managing stock and contributing to income targets	E
Experience leading, motivating and managing a team, including staff supervision, training and rota management	E
Basic IT skills including the use of Microsoft Word and Excel for reporting and administration	E
Experience developing or refreshing menus within a café or hospitality environment	D
Experience managing bar operations or working within licensed premises	D
Experience supporting marketing or promotional activity, including social media or local events	D
Experience working within a community-focused organisation or multi-use facility	D

Knowledge And Understanding

Strong understanding of customer service standards and the ability to create a welcoming, positive and efficient café environment	E
Good knowledge of and certifications in food safety, kitchen hygiene standards and allergen management	E
Ability to manage a fast-paced service environment while maintaining high standards of food quality and presentation	E
Strong organisational and problem-solving skills, with the ability to prioritise tasks and respond effectively during busy periods	E
Confident communication skills and the ability to work collaboratively with colleagues across the wider Hub team	E
A proactive and responsible approach to health and safety, safeguarding and operational compliance	E
Flexible approach to working hours, including evenings and weekends as required	E

Persnal attributes






A strong sense of ownership and accountability for the performance and reputation of the café	
Positive, professional and approachable manner with a genuine commitment to customer service	
Ability to lead by example and maintain high standards across all aspects of the operation	
Strong interpersonal skills and the ability to build positive relationships with customers, colleagues and community partners	
Inclusive and respectful approach that reflects the Trust's values and commitment to equality, diversity and inclusion	
Reliable, self-motivated and capable of working independently while contributing to a wider team environment	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Head of Facilities	Facility clients and clubs
General Manager	External Groups and Group Leaders
Designated Safeguarding Officer	Local Community residents and visitors
Health and Safety Manager	Key stakeholders and funders


BENEFITS - WHY WORK FOR US?

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives and progression based on key performance indicators, appraisals and added value to the Trust.

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit





Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days

Healthcare cash plan after successful completion of probation period, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

-  Free onsite car parking
-  No unsociable hours



Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

www.argylecommunitytrust.co.uk

community@pafc.co.uk

01752 427144

     @argyletrust

Scan to view our 2023/24
Impact Report



Company Number 06797988
Registered Charity Number 1128906
VAT number 478581341



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