



JOB DESCRIPTION

Position: Lodge & Restaurant Supervisor

Reports to: Lodge Manager

Salary: **Depending on experience**

Base: Dumfries House

The Prince's Foundation

The Prince's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The Prince's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work.

We encourage qualified applicants from a wide range of backgrounds to apply to and join The Prince's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The Lodge and restaurant supervisor, will work alongside a small team in the Woodlands restaurant and Dumfries House Lodge. You will oversee the overarching aspects of the restaurant which include, making sure the restaurants are presented to a high standard, ensuring

a smooth operation of service, maintaining a relationship with all customers and working well with front of house and back of house staff.

You will be trained in all operational areas of Dumfries House Lodge including, Housekeeping, restaurant service and reception. You will be required to work in these departments from time to time.

Key Tasks:

- Monitoring stock levels.
- Provide an efficient and friendly service to customers in all areas of the catering operations.
- Cashing up at end of service.
- Serving and clearing tables.
- Supporting the restaurant manager and Lodge manager with key duties.
- Resolving customer complaints in a professional manner.
- Setting tables and ensure the front of house areas are clean and tidy.
- Managing staff absences.
- Staff training.
- Taking guests reservations.
- Helping with reception duties.

Person Specification:

The essential skills, knowledge and experience required are:

Personal License

Food hygiene certificate

Other:

- The post will be based at Dumfries House with the requirement to travel on occasion.
- Your working hours will be 15 hours per week
- You must have the legal right to work in the UK.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson:

hr.recruitment@princes-foundation.org