



Job Description

Job Title : Hospitality/Event & Facilities Assistant
Reporting to : Hospitality Manager/ Supervisor

The position of Hospitality/Event & Facilities Assistant is expected to assist the Hospitality Supervisor/ Manager to manage and maintain the Club's hospitality function, including the stock, facilities, and internal requirements.

Main Responsibilities and Activities

- To assist the Hospitality Manager, manage the day-to-day preparation of the Club's hospitality and catering functions.
- To ensure catering is kept to a high standard and is compliant with relevant H&S and food standards.
- To assist the Hospitality Manager to manage and maintain the hospitality suites for all, catering, functions, and football matches.
- To assist the Hospitality Manager, manage stock take process and ensure this is externally tracked for auditing purposes.
- Provide the highest level of customer service, in line with company standards.
- To assist commercial events team as and where required.
- To be flexible in working hours for ad hoc matches, functions and events.
- You will be an advocate for collaborative working, working together as part of the wider team with all other departments within the Company and external agencies and parties.
- You will be a positive role model for the Company, encouraging and promoting the core values and strong ethos of Kilmarnock Football Club, including supporter and community engagement.