



Position Description

Position Title: Bars and Events Manager
Department: York Racecourse Hospitality
Location: York Racecourse
Reporting to: Head of Bars & Retail
Working Hours: 48
Date Prepared: 20/03/2025

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

POSITION PURPOSE

Working within the bars team to ensure bars are set up for race day and non-race day events to meet the customers' requirements.

KEY RESPONSIBILITIES

- Work alongside the F&B team ensuring all race day & non-race day events are fully set up.
- Ongoing Drinks service staff training.
- Bar service development and implementation.
- Ensure bars service is maintained to our high 'Ranging' standards & SOP's.
- Deliver bar, wine and cocktail service for banqueting, events & racing.
- Receive and process incoming stock deliveries.
- Organise stock in the warehouse ensure no waste or stock loss.
- Correctly storing and date rotation of all stock items
- Accepting and checking of supplier deliveries for the department
- Prepare stock for bars
- Maintains stock controls with the use of EPOS system for recording movements of stock inventory
- Regular beer line cleaning and quality checks, keeping records of any wastage of product in the process
- Ensuring that cellar equipment is in full working order, reporting any faults in a timely manner to the relevant personnel and/or maintenance contractor ensuring equipment is functioning for business delivery
- Organise storage and work areas for orderliness at all times and keep a clean safe working environment.
- Work with supervisors to ensure bars are restocked and cleaned at the end of events.
- Ensure safety is maintained at all times including all personnel within work area wearing appropriate PPE & equipment
- Ensure there are no 'stock outs' during events.
- Work with F&B team to ensure sufficient bar staff are available to cover events.



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- Ensure all customer & clients' accounts are invoiced.
- Working with the event management team to supervise events, conferencing & dinners.

PERSON SPECIFICATION

- Excellent knowledge of drinks including, beers, wine & cocktails
- Organised and able to prioritise task
- Enjoys physical hands on role
- Good knowledge of EPOS and stock management systems
- People person
- Excellent team player

BENEFITS

- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- Free on-site parking
- Employee Assistance Programme
- Employee Referral Programme
- Complimentary Lunch

GENERAL INFORMATION

The requirements of the business are such that a high degree of flexibility is necessary and therefore evening and weekend work will be required.