# **Wolverhampton Wanderers FC**

## **Job Vacancy**

**Position:** Apprenticeship positions – Front of House Porters

#### ROLE

We currently have a trainee vacancy for catering staff to add to our current team. Full training will be given through and NVQ apprenticeship although you should be able to demonstrate a level of customer service, communication skills and be professional at all times. This is a <u>full time apprenticeship role</u>

#### PLACE OF WORK

Main site Molineux Stadium, Waterloo Road, Wolverhampton, WV1 4QR

HOURS OF WORK

The normal hours of work will be based on working five days out of seven on an average 40 hours per week. However, a degree of flexibility in this role is essential as working additional hours may be required.

### DUTIES

- Working as part of the catering team
- To ensure that all Portering, waiting on or bar duties are carried out in a timely fashion to ensure a smooth service.
- Providing excellent customer service and building customer relationships
- Overall general duties
  - Setting rooms
  - Following your NVQ portfolio
  - Work in all aspects of the front of house service
- Comply with all legal and in house regulations and procedures including
  - Health & Safety
  - Follow cleaning rota's

#### **SKILLS & QUALITIES**

- communication
- Reliable
- Enthusiastic
- Polite
- confident
- Excellent time keeper
- Dynamic, pro-active, organised and methodical.
- Team player.

Deadline: Monday 4<sup>th</sup> September 2017

Application Forms To:Catering dept C/O Fidelebanks, Wolverhampton Wanderers FC, Molineux, Waterloo Road,<br/>Wolverhampton. WV1 4QR or email to <a href="mailto:fidelebanks@Wolves.co.uk">fidelebanks@Wolves.co.uk</a>

Wolverhampton Wanderers Football Club is an Equal Opportunities Employer and welcomes applicants from all sectors of the community