



JOB DESCRIPTION

General Manager

Job description

We are looking for an exceptional individual to join our team at Jordans Mill in the pivotal role of General Manager.

This is a full-time role, daytime shifts only, working weekends and bank holidays.

Jordans Mill is currently trading Wednesday to Sunday, 9am to 5pm.

About the role

Jordans Mill includes a café, historic mill, shop and gardens set in an attractive riverside setting near Biggleswade. You will be responsible for leading the operation and developing sales in our key areas of food and beverage, retail sales, corporate bookings and events, and mill tours. You will set high standards and effectively manage the performance of individual staff and teams, and ensure that our customers always receive exceptional service.

About you

You will have a background working in a busy café or restaurant environment, preferably with tourism and events experience.

You will be an experienced leader and be able to motivate your diverse team, and you should have exceptional communication and interpersonal skills.

You will need good administrative skills, and you should have experience of financial budgeting and an understanding of financial reporting.

You will have a sound understanding of Health and Safety and Food Hygiene.

You should also be a strategic thinker, working with our owners to continually develop this unique site.

About the contract

This is a full-time position. Evening work is not regular, but may occasionally be required when we have private events outside our public opening times.

Your working days will include weekends and bank holidays, on a fixed or rotational basis, given that these are our busiest times.

Rate of pay / benefits

Competitive package, dependant on experience.

Contributory pension scheme, subsidised meals and staff discounts, free parking.

Accommodation could be arranged on a short-term basis, if relocation is necessary.

How to apply

For a full job description and to apply, please send a concise CV and short covering letter to hr@jordansmill.com detailing why you would be perfect for this role.