



Floor (Facilities) Supervisor

Job Description

The Clapham Grand is looking for a superstar Floor Supervisor who will lead the Floor team in (not limited to) the set-up, event, change over and close down of the floor areas. Floor supervisors report into the duty manager on shift and is line managed by the Assistant General Manager. They will assist the Management team in the operational running of the business through floor set ups and management of specific areas for bar and venue support pre, during and the close down of events.

Main Duties

- To supervise and lead the setup, change over, close down and actual workings of the floor team throughout the variety of events hosted at The Clapham Grand.
- Manage daily checklists with a keen eye for detail regarding the presentation of the venue.
- Assisting the management team in all aspects of the floor.
- To be a team player; be willing to help any department and contribute to the upkeep of The Clapham Grand building and reputation.

Responsibilities

- Setting up the space ahead of events according to the layout provided
- Leading the team in setup, bearing in mind the time management needed to meet deadlines.
- Attending event briefings with the Duty Manager 30 mins before doors, implementing any final jobs that are relevant to the event.
- Ensuring the Floor team are on top of their event duties e.g clearing glassware, restocking bars, health and safety venue checks, toilet checks (but not limited to the above).
- Assisting the Duty manager in the close down of the event and preparing the venue for mass exit of customers
- Closing down the floor areas post event and completing checklists to be signed off by the Duty Manager.