

Job Description

F&B Executive, Food & Beverage Development

Role Description (purpose):

The F&B Executive role sits within the F&B Product Development team, who are responsible for the design, development and commercial aspects of the food and beverage product across P&O Cruises. The team specialise in supporting the current fleet with new product development and product lifecycle management whilst leading the design and concept creation for refits and new builds.

The F&B Executive role will be primarily located in Southampton with up to 5% travel requirement

The F&B Executive role is responsible for creating and maintaining F&B menus, content and collateral across multiple channels and formats. They will ensure the accurate maintenance of dining and beverage product within multiple system and will be involved in key F&B projects including seasonal/trade activity, revenue initiatives and promotions. The F&B Executive will work collaboratively with key stakeholders across the business to support the dining and beverage product managers.

RUI: (if updating existing JD)	2180 Executive, Food & Beverage Development	Grade:	CUK 10	DBS check required Y/N: N	
Directorate: (Operating Company where Applicable)	P&O Cruises, Brand and Product Directorate	Reports to:	Jenny Swift F&B Product Development Manager		
Function:		Team:	Brand & Product		
Direct reports :	Job Titles & Level <ul style="list-style-type: none">• none				

Accountabilities

Main Activities and Responsibilities

- Management and maintenance of F&B Menus and Collateral
 - Content creation, studio briefing, design, proofing and co-ordination of final print and digital deliverables
- Maintain and update F&B content across all pre-cruise and on board channels.
Including: Brochure, Web, Email, Pre-Cruise and On Board Portals, Print Items and Digital Platforms
- Support F&B seasonal and trade planning activity
- Create and implement seasonal/trade initiatives, ensuring guest experience and commercial objectives are achieved
- Evaluate and report on the success of key F&B initiatives and promotions
- Manage and maintain the F&B Gift Collection ensuring accuracy of product details, pricing and systems set up
- Maintain Equipment Database and Specifications for Beverage and selected Dining Equipment
- Accurate maintenance and updates of F&B product within multiple systems including POS and MXP
- Participate in key F&B projects in line with departmental objectives and plans
- Co-ordinate project meetings with the team to review ongoing activities and maintain detailed project planners
- Maintain F&B content within the internal 'knowledge base' system and act as a point of contact for the F&B Product Team
- Support the Dining and Beverage Managers with agreed projects and activities
- Work with key stakeholders across the business, ensuring successful cross-department collaboration

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of yourself and others

- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Expert's as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To undertake ad hoc duties as required.

Scope:

Problem solving:

- Evaluates and adapts the structure of assignments and work processes to best fit the needs and/or support the goals of the organization
- Provides guidance and feedback to help individuals develop and strengthen skills and abilities needed to accomplish work objectives

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

- Develop F&B promotions and initiatives to support Dining and Beverage revenue targets
- Management of systems and processes for Bars and Dining Team Eg. MXP, PLM, NIR, Xdining, Portal, Mycurise
- Provide co-ordination and project support for the F&B Team and with key stakeholders across the business
- Provide support for the dining and beverage product team

Leadership (what level of management is required, ie multiple teams, or small teams) :

- Communication - Conveys information and ideas to others in a convincing and engaging manner through a variety of methods
- Works effectively with Key Stakeholders across the business

Demonstrable Behaviors (what needs to be demonstrated in 'how' to be successful in the role) :

- Sets high standards of performance for self and assumes responsibility for work objectives; initiates, focuses, and monitors the efforts of self and others toward the accomplishment goals; proactively takes action and goes beyond what is required.
- Develops and sustains relationships based on an understanding of stakeholder needs and actions in line with company standards
- Develops collaborative relationships with fellow employees by making them feel valued, appreciated, and included
- Demonstrates excellent attention to detail and is capable of proofing and correcting both written word and numerical data

Knowledge, Experience and Quailifications required:

Qualifications – essential:

- Degree educated and/or equivalent professional experience

Knowledge/ Experience – essential:

- Experience of working in a range of Food & Beverage environments
- Excellent attention to detail in both written word and numerical data
- Demonstrable project co-ordination skills

Qualifications – desirable:

- 2- or 4- year degree from an accredited university in Hospitality, Hotel Management, Culinary, or related subject; OR related work experience

Knowledge/ Experience – desirable:

- Experience of developing Food & Beverage product within the Hospitality or Cruise Industry

<ul style="list-style-type: none"> • Involvement in successful implementation of projects and change initiatives • Demonstrable experience of working in cross-functional teams • Good understanding of the technical aspects associated with Food, Beverage & Dining • Working knowledge of health and safety • Excellent communication and team working skills • Strong analytical skills 		<ul style="list-style-type: none"> • Understanding of a ship environment an advantage • Exposure to a culinary environment an advantage • Experience of operating within a head office / corporate environment 	
Issue Date:	22/05/2021	Issued by (name):	Lukas Campestrini
REWARD ONLY	Grade: CUK10	RUI: 2180	Date Approved: 28/06/2021 Initials: AW