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Bar, Kitchen and Venue Project Manager - Job Description

Department:	CMPM Bars
Reports to:	Company Director
Working Hours:	40 Hours Per Week, including evenings and weekends
Salary:	£34,000 Pro Rata
Term:	3 months fixed term (potential to extend)

The Role

CMPM is launching **The ICE House**, a high-end riverside venue offering coffee by day and bar service by night. The food program will lead with **artisan Neapolitan-style pizza** alongside a managed, takeaway-only service stream.

The Opening Project Manager is responsible for the comprehensive delivery of the launch, ensuring the concept becomes a fully functioning operation. This includes overseeing staffing, stock procurement, and compliance to ensure a successful initial trade period of 4–6 weeks.

This is a new role as part of our growth plans. You'll work closely with the Company Director and play a key part in driving successful delivery and business growth.

We're looking for someone who takes real ownership, shows initiative, and is motivated by getting things done properly—without needing to be chased.

This is a hands-on, detail-led role. You'll be involved in the real day-to-day: being on site, getting into the detail, keeping standards high, supporting service, and making sure the operation runs smoothly. You'll be the person who spots issues early, fixes them fast, and keeps the team aligned so nothing gets missed and delivery stays consistent.

Job Duties and Responsibilities:

The candidate will need to provide a range of administrative management for business, shows, events, companies and programmes. This will typically include managing the day-to-day office running and systems, such as Finance, HR and Health and Safety Systems; as well as the management of equipment and resources required to deliver high-quality projects.

Key Duties

Project delivery and coordination

- Own the opening plan end-to-end: timeline, critical path, dependencies, and weekly progress reporting to the Company Director.
- Coordinate contractors, suppliers, and internal stakeholders to deliver the venue fit-out and operational readiness ·
- Track risks and resolve issues quickly (snagging, delays, missing items, access constraints)
- Ensure the venue is set up to trade safely, efficiently, and to the brand standard

Venue fit-out, equipment and resources

- Manage procurement and coordination for equipment and resources required to deliver high-quality service (bar, kitchen, FOH, outdoor)
- Source, compare, and negotiate quotes for equipment and services (including pizza oven, extraction/ventilation, refrigeration, smallwares, furniture, signage)
- Coordinate deliveries, collections, installation, commissioning, and handover documentation (manuals, warranties, certificates)
- Maintain an accurate equipment/resource list and ensure items are in place ahead of soft opening

Supplier setup and commercial deals

- Identify and onboard key suppliers across food, drink, packaging, and operational services
- Set up supplier accounts and agree commercial terms (pricing, payment terms, delivery days/cut-offs, returns/credits)
- Build ordering routines and par levels to support consistent service and stock control
- Work with the Company Director to ensure supplier choices align with quality, margin, and brand positioning

Recruitment, onboarding and training

- Support recruitment of the launch team (bar, kitchen, casual staff) in line with the opening timeline
- Coordinate interviews, trial shifts, references/right-to-work checks, and start dates
- Build and deliver onboarding and training plans to ensure the team is ready for service
- Create simple, practical SOPs and checklists (opening/closing, service steps, pizza workflow, cleaning, stock counts)

Operations setup and service delivery

- Finalise the operating model with the Company Director (service style, takeaway windows, customer flow, booking/walk-in approach)
- Support on-site delivery during set-up, soft opens, and launch period, including evenings and weekends as required
- Establish daily/weekly routines: prep plans, ordering cadence, rota templates, and close-down standards
- Run debriefs during soft opening and early trading to improve speed, quality, and consistency

Compliance, Health & Safety and licensing support

- Support readiness for licensing conditions and responsible operation
- Keep key compliance documents organised and up to date (risk assessments, cleaning schedules, training records, incident logging)
- Coordinate required compliance documentation from contractors and suppliers (certificates, sign-offs)
- Flag issues, missing documents, or upcoming actions to the Company Director early

General support

- Provide practical support to the Company Director across opening tasks as required
- Manage Staff recruitment, admin and training working alongside our in-house HR person.
- Maintain clear records so information is easy to find and nothing gets missed
- Support on-site with events/launch activations as required by the business

- Support other CMPM duties and bars as required

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of the above as operationally required.

Person Specification

Skills and experience (essential)

- Proven experience delivering openings, launches, or major change projects in hospitality (bar, cafe, restaurant) or a similar fast-paced environment
- Strong organisational skills and attention to detail, with the ability to manage multiple workstreams and deadlines
- Confident coordinating suppliers, contractors, and deliveries, and solving problems on the ground
- Comfortable recruiting, onboarding, and training teams quickly
- Clear communication skills and a professional approach with clients, suppliers, and freelancers
- Proactive, self-starting, and able to work independently while staying aligned with the Company Director
- Willing and able to work on-site, including evenings and weekends as required
- Experience in live events, production, venues, or a similar fast-paced environment
- Able to work confidently outdoors in wet and windy conditions, where required

Desirable

- Experience with pizza concepts and small-kitchen workflows
- Experience negotiating supplier terms and setting up ordering/stock control routines
- Familiarity with premises licensing and operating within licence conditions
- Basic finance admin experience (invoice tracking, cost logging, supplier statements)
- Driving licence and access to a vehicle

Terms and Conditions

- The primary working hours for this role will be 40 hours per week, but there may be some flexibility required to meet the needs of both the company and the employee.
- If you work beyond the standard 40 hours per week, we operate a time off in lieu system. However, on some projects, your line manager may agree to provide overtime pay.
- The job will be based within the bar in Barking, London and occasionally on event sites.
- All necessary IT equipment and software will be provided to you, including a company phone.
- You will also receive all necessary personal protective equipment (PPE) and a company uniform.
- The role may require you to work evenings and weekends, and may involve some long hours due to the nature of the work.
- If needed, transportation arrangements will be made based on the start and finish times and location of the job, as per the company travel policy.
- This is a temporary position with the option to make it permanent based on the company's performance.
- There is a probationary period of one month, during which the notice period will be one week. After this period, the notice period will be 2 weeks.
- You will be entitled to holiday pro rata, including statutory days, and a bonus day off for your birthday.
- An employee pension scheme is in place.
- You will be required to follow CMPM and partner companies' policies, as well as comply with health and safety requirements.

- You will also have access to an Employee Assistance Programme and a Bright Exchange Programme for sharing advice and special offers.

Equal Opportunities

At CMPM, we are committed to providing equal opportunities for all individuals, irrespective of their sex, race, age, disability, religion, sexual orientation, or gender identity. We strive to create a work environment that is inclusive and diverse, where everyone is treated with respect and dignity. Our policies and practices are designed to ensure that all employees have equal access to employment opportunities, benefits, and promotions. We believe that a diverse workforce not only enriches our culture but also helps us to better serve our customers and communities. Discrimination of any kind is not tolerated at CMPM, and we encourage our employees to report any incidents of discrimination or harassment. We are a disability confident employer.

Please note that the tasks and responsibilities outlined in this Job Description may be subject to changes based on the current business situation. Your line manager will consult with you to discuss any necessary modifications.