

Job Description

Edie's Kitchen – Duty Manager

Full Time Role

Borde Hill, Haywards Heath, West Sussex. RH16 1XP



About Borde Hill

Borde Hill is a family-owned Estate in West Sussex with a botanically-rich Garden and Parkland open to 70,000 visitors a year. Set in 383 acres of an Area of Outstanding Natural Beauty, it's home to one of the rarest collections of privately-owned champion trees in the UK. Now in its fifth generation, the Stephenson Clarke family are diversifying the Estate with a focus on hospitality, biodynamic produce and sustainability.

The Stables

The original 1906 Stables has been transformed into a series of dining destinations - a Pantry, Bistro (52 covers), Workshop space, and a glasshouse Restaurant and Bar (90 covers) overlooking our walled kitchen garden - all embodying an ethos of 'casual excellence'. Inspired by the seasons, The Stables is served by produce from our biodynamic farm and Market Garden, and also hosts guest-chef suppers and private events throughout the year.

We are looking for a confident, upbeat and people-focused Duty Manager to help run the floor at Edie's Kitchen - a lively, welcoming, daytime bistro open 6 days a week, all about great food, great coffee and genuinely warm service.

This is a hands-on role on the floor where you'll recruit, inspire and support a team to deliver consistently brilliant, informal but high-quality experiences - helping shape the day-to-day atmosphere of a bistro that people want to return to again and again.

Key Responsibilities

- Lead and manage the day-to-day running of Edie's Kitchen, ensuring smooth, efficient and enjoyable shifts.
- Build, inspire and motivate a warm, energetic team who thrive in a fast-paced bistro environment.
- Recruit, train and develop FOH team members, building a friendly, inclusive and professional culture.
- Be a visible, hands-on leader on the floor, setting the tone for welcoming, attentive service.
- Work closely with the kitchen team to ensure great communication and consistently well-executed food.
- Oversee day-to-day management of our small retail space, including stock levels and seasonal presentation.
- Ensure guests of all ages (and dogs!) feel genuinely welcomed, handling feedback with warmth and professionalism.

Salary:

Competitive, depending on experience. (option for discounted accommodation on-site within package)

Hours:

Full time - flexible. Including weekends

Start Date:

August

Holiday entitlement:

28 days pro rata (including Bank Holidays)

To apply:

Email your CV & covering letter to: stables@bordehill.co.uk.

Closing date:

31st August 2026. Applications will be reviewed on receipt.

If you are in employment, please include your current notice period in your covering letter.

Borde Hill
Haywards Heath
West Sussex
RH16 1XP

01444 450326
www.bordehill.co.uk

- Maintain high standards of cleanliness, service, food safety and compliance at all times.
- Help plan and deliver family-friendly activities, seasonal offers and daytime events.
- Champion sustainable, community-minded practices, and ensure full compliance with health & safety, food hygiene and licensing requirements.

Knowledge, skills and experience needed:

(Please provide evidence in your Covering Letter and CV)

- Proven experience as a Duty Manager, Supervisor, or similar role within hospitality (ideally 3+ years).
- Experience leading teams in busy, high-volume, daytime or casual-dining environments.
- Experience with a small retail/shop offer, including stock control, merchandising and labour control on shift.
- Strong people skills — you love working with guests and building happy, motivated teams.
- A confident, calm and practical problem-solver who leads with positivity.
- A hands-on, lead-from-the-front approach - you're happiest on the floor, not behind a desk.
- Comfortable using digital systems for rotas, HR, compliance and stock.
- Excellent communication, organisation and attention to detail.
- A genuine passion for food, coffee, hospitality, sustainability and community.
- Flexibility to work weekends and holidays.

Borde Hill has a small, dedicated, friendly team who embody a 'one team' culture, and your package includes:

- Opportunities for professional growth and training, including time at the biodynamic market garden
- Daily staff meals and a Borde Hill family membership (free entry to the Garden and Parkland)
- Discount in the Borde Hill shop and catering outlets, plus free tickets to selected events
- Free access to our Partner Gardens (Chelsea Physic Garden, The Newt and Sculpture by the Lakes, The Lost Gardens of Heligan, West Dean) and wellbeing programme
- Free parking

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation.