



JOB DESCRIPTION

Job Title: Assistant F&B Manager
Department: Food and Beverage
Responsible to: Food and Beverage Manager

Main Purpose:

In conjunction with the F&B Manager to be responsible for the day-to-day operation of the Sakura Restaurant, Banqueting, Functions, including Bar areas. To be specifically responsible for the management of Sakura' restaurant ensuring that the required the right training and standards of service are delivered consistently and that opportunities to maximise revenue are fully utilised.

Key duties:

- 1 In conjunction with the Food and Beverage Manager, to develop the team through continuous training, communication and motivation to maximise their potential and the success of the operation.
- 2 To liaise with the Personnel department and Food and Beverage Manager in the recruitment and selection process for any future vacancies within the company.
- 3 To ensure that the budget targets for revenue, payroll and operation expenses are adhered to for the Sakura Restaurant.
- 4 Liaise with Head Chef and your team to ensure that all agreed standards of food presentation and service are maintained consistently.
- 5 To maximise any opportunities for increasing the revenue in Sakura restaurant, bars and Banqueting.
- 6 To fully support the other Food and Beverage outlets including Half way house, lounge bar, spike bar, Banqueting by ensuring a pro-active approach to guest care at all times

Operational Duties:

- 1 To liaise with the Food and Beverage Manager to ensure that adequate staffing levels are in place for the functions that are scheduled in.
- 2 To ensure that the Sakura restaurant is maintained in a clean and tidy state at all times prior to guest arrival.
- 3 To encourage your team to have a responsible attitude for looking after the Restaurant equipment and ensure that regular inventories are organised.
- 4 To ensure that the Restaurant menus and wine list are up-to-date, liaising with the Food and Beverage Manager.
- 5 To be fully responsible for all restaurant billing procedures whilst on duty, liaising with all Lounge Bar staff to ensure all pre-dinner and post dinner drinks are correctly charged and signed.
- 6 To ensure that the end of the shift cashing-up procedure is fully and accurately completed and that all room charges have been validated with the correct guest signature.
- 7 To ensure that Restaurant staff on duty are wearing the correct uniform and to the correct standard.

- 8 To liaise with housekeeping regarding adequate linen and stock are correctly maintained at all times.
- 9 To ensure that restaurant beverages are properly secured each evening.
- 10 To monitor your daily revenue and investigate any discrepancies at the earliest opportunity.

General Duties and Responsibilities:

- 1 To carry out any reasonable additional duties as may be required by your department meetings.
- 2 To ensure a high level of liaison and communication is maintained between other departments within the Hotel.
- 3 At all times maintain the highest standard of personal hygiene and appearance.
- 4 To ensure that your uniform is smart, regularly laundered and correctly worn at all times.
- 5 To have due consideration for any Health and Safety and employee welfare issues relating to your team and act on their behalf.
- 6 To attend the daily briefing and department meeting in the absence of the Food and Beverage Manager.
- 7 To actively encourage your team to use guest names and to up-sell at any opportunities.
- 8 To ensure all information and documentation (both written and computerised) is kept confidential and to maintain discretion. To ensure that the service complies with the Data Protection Act
- 9 To comply with all Hotel and Company policies and procedures.
- 10 To comply with statutory requirements governing the work place such as employment law, health and safety, hygiene, fire prevention etc.
- 11 To be responsible, whilst liaising with Senior Management, for your own development and contribute to the learning of others.
- 12 To carry out any other reasonable duty to assist in the smooth running of the establishment.

I have received, read and understood the Job Description for the Assistant F&B Manager:	
Name (PLEASE PRINT):	_____
Signature:	_____
Date:	_____