



Job Description – Asst. Manager Food & Beverage

Position – Asst. Manager Food & Beverage

Reporting Manager – Food & Beverage Manager

Job Summary:

The Assistant Food & Beverage Manager supports the Food & Beverage Manager in planning, organizing, directing, and evaluating the resort's food and beverage operations, including restaurants, bars, banquets, and catering services. This role ensures operational efficiency, high service standards, and guest satisfaction while contributing to the department's financial and strategic goals.

Key Responsibilities

- 1. Operational Support**
 - Assist in overseeing day-to-day food and beverage operations to ensure smooth execution and high-quality service.
- 2. Strategic Execution**
 - Support the implementation of strategic plans to align food and beverage services with the resort's objectives.
- 3. Budgeting and Cost Management**
 - Assist in managing budgets, controlling costs, and optimizing revenue for food and beverage operations.
- 4. Menu Collaboration**
 - Work with culinary teams to develop appealing and innovative menus that meet guest preferences.
- 5. Quality Assurance**
 - Conduct regular inspections and support training programs to maintain consistent quality standards.

6. Guest Satisfaction

- Address guest concerns promptly and implement improvements to enhance the dining experience.

7. Team Leadership and Development

- Assist in training and supervising food and beverage staff to ensure excellence in service delivery.
- Foster a positive work environment, promote teamwork, and support employee performance management.

8. Inventory and Procurement Management

- Monitor inventory levels and support procurement processes to minimize waste and ensure efficiency.

9. Health and Safety Compliance

- Ensure adherence to health, safety, and sanitation standards in all food and beverage operations.

10. Event and Catering Coordination

- Assist in planning and executing special events, banquets, and catering services to meet client expectations.

11. Vendor Relations

- Support relationships with suppliers, assisting in negotiations for contracts and pricing agreements.

12. Market Awareness

- Stay informed about industry trends and customer preferences to contribute to service improvements.

13. Continuous Improvement

- Identify and suggest enhancements to food and beverage operations to boost efficiency and guest satisfaction.

Key Attributes:

The ideal candidate will exhibit strong leadership, organizational, and communication skills while maintaining a guest-centric approach. The Assistant Food & Beverage Manager plays a vital role in ensuring high standards in the resort's dining operations and supporting the overall success of the department.

Experience:

- minimum of 5-7 years of experience.
- Proven track record of managing or assisting in food and beverage operations
- Experience in budget management, cost control, and driving revenue growth within the food and beverage sector.

- Familiarity with menu planning, inventory control, vendor management, and event coordination.
- Hands-on experience in addressing guest concerns, maintaining service standards, and ensuring guest satisfaction.
- Knowledge of health, safety, and sanitation standards relevant to food and beverage operations.
- Ability to work collaboratively across departments to deliver a seamless guest experience.
- Excellent communication, problem-solving, and organizational skills.