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Auditor

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To audit Micros location revenue summaries and their supporting To review all house use and entertainment checks and to ensure that they are justified, signed and authorized. To review all discounts given are justified and authorized. To ensure that all of the day's Banquet revenue has been recorded by checking against the function orders. To control over the open keys used, account for them and update the Cost Controller To verify the package meal checks are properly recorded and variance on packages are analysed and explained. To audit all Food & Beverage outlet checks for "Voids" and "Cancellations" for explanation and approval by Outlet Managers (or delegated personnel), and by the Outlet Chef for instances of cancelled captain's / automatic kitchen orders. To check the sequential use of all pre-numbered Food & Beverage Checks and update the income auditor on deviations.

#J-18808-Ljbffr

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