

## Food Beverage Supervisor

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Company: Hotel Chadstone Melbourne MGallery

Location: ras al khaymah

Category: other-general

To ensure that the outlet is managed efficiently according to the established concept statements. To ensure that all operating standards are adhered to in order to achieve the level of service established in the Departmental Operations Manual. To assign responsibilities to subordinates and to check their performance periodically. To be on the floor at all times. To assist in the operations during busy periods. To ensure that the par stocks for all operating equipment and supplies are strictly adhered to and that the outlet is adequately equipped. To assist in conducting monthly inventory checks on all operating equipment and supplies. To assist in controlling the requisitioning, storage and careful use of all operating equipment and supplies To attend Daily Operations Meeting in the absence of the Outlet Manager or Assistant Outlet Manager To ensure that the outlet is kept cleaned and organized, both at the front and back area as well. To liaise and organize with Housekeeping and Stewarding Departments that the established cleaning schedules are strictly adhered to. To conduct daily pre shift briefings to ambassadors on preparation, service and menu. To liaise with the Kitchen and Beverage department on daily operation and quality. To handle all guest complaints, requests and enquiries on food, beverage and service. To establish a rapport with guests maintaining good customer relationship. To ensure that the outlet cashiering procedures are strictly adhered to. To assist in the revision and updating of the outlet Departmental Operations Manual as and when required. To assist in planning and organizing festive food promotions with the outlet manager and assistant.

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