



## Chinese Restaurant Manager

Amara Singapore

**Date Posted:** 23 February 2017

**Department:** F&B

**Apply By:** 23 March 2017

**Employment Type:** Full Time

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### Job Summary

To maximize sales and profitability for the department, ensure the smooth running of daily operations, build guest relationship and conduct effective training for associates.

### Responsibilities

1. To provide the highest quality of service to customers and employees by always adopting a positive attitude and keeping the team spirit at the highest level.
2. To greet with a smile at all times to colleagues or guests anywhere in the hotel (front or back of the house).
3. To represent the outlet in all day to day operational needs.
4. To ensure the smooth operation and efficient manning scheduling of the outlet.
5. To ensure that all staff report for duty punctually and wear the correct employee fashion and name badge at all times.
6. To train, supervise, coach and counsel associates when necessary.
7. To be responsible for the correct timing during service and to ensure that service is always of the highest professional standards.
8. To consistently check the presentation and quality of food served and ensure that they are up to standard. Presentation and garnishes must be served according to standard.
9. To monitor and fully implement the portion control established for beverage ordering. To minimise wastage and spoilage.
10. To be responsible for the proper storing and recycling of stock.
11. To ensure smooth and effective communication among the restaurant, kitchen and other departments.
12. To work closely with receiving and storeroom to make sure that received goods are of the standard quality and according to hotel's specifications
13. To ensure outlet's menus are always in presentable condition and promotional menus and tentcards are updated.
14. To ensure that staff are trained in fire safety and emergency procedures.
15. To ensure the first aid box is replenished.

16. To conduct preventive maintenance inspection on a monthly basis.
17. To achieve the outlet's profits through increasing revenue and minimizing costs.
18. To be responsible for the outlet's profit and loss statement.
19. To be responsible for the outlet's controllables in relation to revenue.
20. To be responsible for asset management of outlet and facilities.
21. To control and ensure that expenses / purchases / requisitions are within budget limits.
22. To be responsible for all accounting and billing procedures in the outlet.

### **Others**

1. Ad hoc projects as assigned by F&B Manager.

### **JOB REQUIREMENTS:**

1. Support and uphold the company mission, vision and values.
2. Demonstrate and be perceived as a role model.
3. Have a creative and innovative approach to enhance work processes and make the Property the preferred Employer of Choice.
4. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
5. Perform tasks independently or with minimum supervision.
6. Demonstrate a good working relationship with other departments with a high level of communication and co-operation in the interests of service and overall improvement in the working conditions at the Hotel.
7. Strong communication and interpersonal skills.
8. Pleasant personality.
9. Ability to solve problems.
10. Ability to speak Japanese is an advantage.

**QUALIFICATIONS & EXPERIENCE:**

11. Minimum equivalent of GCE 'O' level.
12. Certificate in F&B service at SHATEC.
13. Minimum 3 years working experience in a fast-paced restaurant service in the same capacity.
14. Must have sound knowledge of food & beverage products.
15. Skilled in public relations.
16. Strong customer handling skills.
17. Good leadership / communication skills and good manual dexterity.
18. Presentable and well-groomed with ability to lead.
19. Good organization / coordination skills.
20. Pleasant personality.
21. Strong team player, but also able to work independently.
22. Ability to multi-task in a demanding environment.

**SPECIAL REQUIREMENTS:**

1. Willingness to work on shifts (including weekends and Public Holidays).

**Interested applicants may email their resume to [career.sg@amarahotels.com](mailto:career.sg@amarahotels.com)**