



## **ASSISTANT OUTLET MANAGER**

Amara Sanctuary Resort Sentosa, SINGAPORE

**Date Posted:** 7 February 2017

**Apply By:** 6 March 2017

**Department:** F&B Service

**Employment Type:** Full Time

---

### **JOB SUMMARY:**

To assist Outlet Manager in restaurant operations and ensuring the standard of service standard are adhered to.

### **RESPONSIBILITIES:**

1. Ensure smooth daily operations in the restaurant operations.
2. Comply to the checklist for defects.
3. To check on staff grooming ensuring they are following the company standard.
4. Handling guest complaints/feedback as and when required.
5. Check on daily breakfast cover which is given by Front Office.
6. Monitor of dried items inventory on a weekly basis.
7. Monitor food preparation from Kitchen in ensuring consistency before serving guests.
8. Assist on special events.

#### Others:

1. Perform any other duties as assigned by management.

### **JOB REQUIREMENTS:**

1. Support and uphold the company mission and core values.
2. High problem-solving skills and analytical skills.
3. Strong leadership and mentoring skills
4. Strong networking skills in order to build rapport with guests
5. High accountability with pleasant personality.

**QUALIFICATIONS & EXPERIENCE:**

1. Minimum diploma level in related discipline.
2. Minimum 3 years of relevant experience in a similar capacity.
3. Holder of Food and Hygiene Certificate.

**SPECIAL REQUIREMENTS:**

1. Willingness to travel to Sentosa and able to work on shifts, weekends and public holidays.
2. Extensive walking required and occasional exposure to outdoor and weather.
3. Physically fit and strong to assist in banquet setup.
4. The ability to drive a buggy (training will be provided).
5. Ability to multi-task in a demanding environment.

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