



Food & Beverage 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:

Responsible for overseeing and directing all aspects of the Food and Beverage operations in the Resort, delivering a high level of guest satisfaction in accordance to the standards of the Resort.

RESPONSIBILITIES:

1. Supervise the functions of all Food and Beverage staff, facilities, sales and costs to ensure that maximum departmental profit is achieved.
2. Control and monitor F&B costing by keeping all expenses within approved budget.
3. Oversee smooth and successful execution of all F&B promotions and marketing activities.
4. Follow up closely with Outlet managers/supervisors on guest complaints and feedback and ensure service recovery is delivered successfully.
5. Build rapport with both internal and external guests.
6. Attend and contribute in the Department Heads' Meetings.
7. Responsible in ensuring good moral and enforcing staff discipline under his supervision when necessary.
8. Approve department rosters, part-timer requisition and petty cash reimbursement.
9. Conduct inspection from time to time to ascertain if service standards, hygiene standards and work practices comply with the Standard Operation Procedures of the Resort.
10. Conduct performance appraisals for the F&B team and manage their performance through coaching and training that aligns with established Resort standards.
11. Prepare and submit to the General Manager monthly report.
12. Prepare and submit the Annual Budget of the Food and Beverage Department for approval.
13. Ad hoc projects or other duties as assigned by the management.

JOB REQUIREMENTS:

1. Support and uphold the company mission and core values.
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Strong leadership skills and a role model
4. Good interpersonal and customer service skills.
5. Creative

QUALIFICATIONS & EXPERIENCE:

1. Diploma in Hospitality or F&B Management
2. 8-10 years of F&B experience with knowledge in banquet, restaurant & bar.
3. Sound knowledge of F&B costing
4. Possess Food & Hygiene certification.

SPECIAL REQUIREMENTS:

1. Available to work on weekends and public holidays when required.
2. Willing to stay beyond work hours to meet clients.

Interested applicants may email their resume to career@amarasanctuary.com