



Assistant Outlet Manager

Amara Singapore

Date Posted: 20 April 2017

Apply By: 20 May 2017

| **Department:** F&B Service

| **Employment Type:** Full Time

JOB SUMMARY:

To manage the outlet as an independent profitable business unit and set performance standards for guests.

RESPONSIBILITIES:

1. To prepare, in conjunction with the Food and Beverage Manager an annual operating budget which will form part of the business plan.
2. To manage the outlet as a separate profit centre, assuming responsibility for all revenues and expenses.
3. To maximise profitability of the outlet by increasing turnover (revenue and covers) as a first priority and controlling costs as a second priority.
4. To establish guest service standards which meet the needs of the target market and which are in line with the operating concept of the outlet.
5. To ensure that all operating standards comply with company and hotel policies and procedures and minimum standards.
6. To write and update the relevant sections of the Departmental Operational Manual.
7. To provide the Materials Manager with detailed purchasing specifications for the general supplies required in the outlet.
8. To identify, in conjunction with the Food and Beverage Manager, market needs and trends.
9. To suggest and monitor the menus and product of competitive restaurants/bars/lounges etc.
10. To assist the Outlet Chef in developing menus, "specials" and buffets (where applicable).
11. To plan and implement an effective sales plan and promotional activities in the outlet.
12. To plan and implement effective skills training programmes in conjunction with the Training Manager and Departmental Trainers.
13. To maximise employee productivity and morale and consistently maintain discipline following hotel guidelines and local legislation.

Others

1. Adhoc projects as assigned by Assistant F&B Manager / 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 Hotel 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.

QUALIFICATIONS & EXPERIENCE:

1. Minimum equivalent of GCE 'N' level.
2. Diploma or Certification in Hotel Management or F&B service.
3. Minimum 2-3 years working experience in a fast-paced restaurant in the same capacity.
4. Need basic Mathematics skills.
5. Must have refined skill in public relations.
6. Strong customer handling skills.
7. Good leadership / communication skills.
8. Presentable, well groomed with leadership quality.
9. Good communication and interpersonal skills.
10. Pleasant personality.
11. Strong team player, whilst still having the ability to work independently.
12. 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