



Deputy F&B Manager Job Description

Job Title	Deputy F&B Manager
Department	F&B
Responsible to	F&B Manager

General Role Description

The Deputy Food and Beverage Manager to be responsible for assisting the manager in the running of all F&B operations and for delivering an excellent guest experience. The successful candidate will be able to forecast, plan and manage all F&B orders, staff and finance. The goal is to maximize sales and revenue through customer satisfaction and employee engagement.

Responsibilities

- Manage all F&B and day-to-day operations within budgeted guidelines and to the highest standards
- Preserve excellent levels of internal and external customer service
- Design exceptional menus, purchase goods and continuously make necessary improvements
- Identify customers needs and respond proactively to all of their concerns
- Lead F&B team by attracting, recruiting, training and appraising talented personnel
- Help establish targets, KPI's, schedules, policies and procedures
- Provide a two way communication and nurture an ownership environment with emphasis in motivation and teamwork
- Comply with all health and safety regulations
- Report on management regarding sales results and productivity

Requirements

- Proven food and beverage management experience
- Working knowledge of various computer software programs (MS Office, MICROS , POS)
- Ability to spot and resolve problems efficiently
- Mastery in delegating multiple tasks
- Communication and leadership skills
- Up to date with food and beverages trends and best practices
- Ability to manage personnel and meet financial targets
- Guest-oriented and service-minded

Communications & Working Relations

To work with your line manager, to ensure the smooth and efficient running of your department for the ultimate benefit of the customers and fellow staff.