

## **JOB DESCRIPTION**

Job Title:	F&B MANAGER
Department:	FOOD AND BEVERAGE
Reports To:	GENERAL MANAGER

## **JOB DESCRIPTIONS**

1. Collaborate with chefs and culinary team to develop innovative and appealing menus that meet customer preferences and seasonal trends.
2. Continuously review and update menus to keep offerings fresh and competitive.
3. Maintain high standards of food quality, presentation, and service.
4. Implement and enforce food safety and sanitation procedures to ensure compliance with regulations.
5. Recruit, hire, and train food and beverage staff, including servers, bartenders, and kitchen personnel.
6. Provide ongoing training and development to enhance staff skills and performance.
7. Oversee day-to-day operations of the food and beverage department, including scheduling, inventory management, and procurement.
8. Monitor inventory levels and order supplies as needed to maintain optimal stock levels while minimizing waste.
9. Interact with guests to ensure a positive dining experience and promptly address any concerns or feedback.
10. Implement strategies to enhance customer satisfaction and loyalty
11. Develop and manage budgets for the food and beverage department, including revenue forecasting and expense control.
12. Analyse financial reports and key performance indicators to identify opportunities for cost savings and revenue growth.
13. Plan and coordinate special events, banquets, and private dining functions, working closely with clients to ensure their needs are met.
14. Oversee event setup, staffing, and execution to ensure seamless delivery of services.

## Acknowledgement

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(Employee Signature)

Name:

Date: