



Cardo Hotels – Restaurant Supervisor

Restaurant Supervisor

Job title: Food & Beverage Supervisor

Reports directly to: Food & Beverage Manager

Direct Reports:

Overall Job Purpose

The Restaurant Supervisor daily restaurant operations and assists with menu planning, maintains sanitation standards and assists servers and hosts on the floor during peak meal periods.

The position ensures the food and beverage/culinary operation meets the brand's target customer needs and satisfaction, ensures employee satisfaction.

Areas of responsibility include Restaurants, Room Service and banqueting

Determines training needed to accomplish goals, then implements plan.

Competencies

- Great Organizational skills
- Passion, Love for Cooking
- Attention to detail
- Customer service-oriented
- Problem solver
- Positive approach

Qualifications, Skills & Experience

- Fluent in both English and Italian
- Strong understanding of culinary, food and beverage
- Internationally experienced
- Affinity with a more refined lifestyle

Candidate profile

Education and Experience

Minimum 2-years experience in similar role in comparable property with sizeable rooms and meeting spaces.

Preferred:

- Has demonstrated the ability to always work on behalf of Guests
- Has demonstrated the ability to work with other Team Members
- Successful track record of working in a collaborative/matrixed environment

Principal Accountabilities

- Processes food and beverage invoices.
- Checks daily purchase to various kitchen, bar and store.
- Checks invoices for acknowledgement of receipt of goods.
- Checks arithmetic accuracy.
- Checks unit cost to ensure that they are charged as per contract price.
- Processes store requisition.
- Checks all store requisitions have been properly approved by authorised person.
- Checks on outlets requisition and keeping stock above par.
- Calculates potential food and beverage cost of various outlets and overall cost of sales so that immediate action on cost control can be taken.
- Controls menu costing and pricing
- Keys in computer on daily receiving function.
- Helps to check and match invoices or delivery order with purchase order or purchase requisition.
- Spot checks on receiving of goods to ensure that they are in accordance with the specification set by Management
- Controls inventory of Store items.
- Random checks of store level as to control losses, spoilage, damage and obsolescence. Carries out monthly stock take of store
- Reports discrepancies to Director of Finance.
- Controls inventory in food and beverage outlets.
- Random checks of par stock level.
- Spot checks on portion and wastages.
- Prepares and report the interim weekly and the monthly F&B Costs
- Controls and re-costs House Charge
- Posts on a monthly into the General Journal all F&B Adjustments

- Process and post all Goods Received without invoice accrual
- Schedule periodic spot checks of bars and kitchen areas to check on the proper usage and storing of raw materials
- Demonstrate Awareness of HACCP policies and procedures and ensure all procedures are conducted safely and within HACCP guidelines and ensure direct reports do the same.
- Prepares Monthly and Annual VAT declarations
- Prepares VAT monthly payments
- Processes self billing invoices
- Prepares the self-consumption VAT computation
- Maintain updated and files all VAT registers (Sales, Purchase, Self Billing and Intrastat) on a monthly basis
- Implement and maintain all fiscal reports required by existing fiscal laws and new laws (any type)
- Maintain controls on City Tax and prepare the quarterly payments to the municipal bank
- Resolve small issue on tax claims with tax office
- Assist appointed consultant in resolving tax claims
- Liaise with SIAE for monthly and extraordinary payments

<http://cardohotels.com/>