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# Example of Outlet Supervisor Job Description

Our growing company is looking for an outlet supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for outlet supervisor

* You will have good knowledge of the wines and beverages in general those on the restaurant wine list
* You will organise the restaurant for service and keep it perfectly clean at all times
* You are directly responsible to ensure the safety and well-being of all the patrons and your team members in your section
* Perform inventory & prepare requisitions as appropriate for wine & liquor
* Maintain knowledge of each outlet’s operations
* Interact and engage with restaurant guests and maintains high quality service standards
* Motivate team members and maintain a high level of team spirit (or team cohesiveness)
* Handle guest complaints effectively and professionally
* Consistently looking to increase satisfaction levels from a Colleague, Guest and Owner perspective
* Support the daily operation in collaboration with the Service Manager, assist with monthly forecasting, weekly schedule, restaurant profitability evaluation

## Qualifications for outlet supervisor

* Must have current Louisiana Vendor's Permit
* Must have open availability to include AM and PM shifts weekends and holidays
* Must be able to stand for prolonged periods of time, and lift up to 30 lbs regularly
* Must be available to work flexible schedule including weekends, holidays, mornings and evenings
* Have years experience in Hotel Food & Beverage Supervisory experience or other successful F&B service industry
* Inspects restaurant and outlets daily to ensure high quality food and food presentation, cleanliness and side work duties completed