



# Example of Food & Beverage Assistant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is searching for experienced candidates for the position of food & beverage assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for food & beverage assistant

- Ensure such areas as restrooms, restaurant entrance, are well maintained and always clean
- Utilize the computer system in ringing, printing and closing checks shift reports
- To define the standards which should apply to all Restaurant and C&B operations and to ensure that they are continuously maintained
- Leads and brings life to projects and identity features in the department
- Maintains service and sanitation standards in restaurant, bar and room service areas
- Conducting payroll
- Oversee all food and beverage outlets, kitchen and stewarding
- Select and supervise F&B department heads
- Serve as member of Executive Team
- Work closely with all Executive Team members in supporting and achieving the hotel's goals and objectives

## Qualifications for food & beverage assistant

- Open and flexible to work during weekends and evenings
- Coordination the entire operation of the restaurant during scheduled shifts, being highly visible on the floor
- Responsible for employee satisfaction results

- Experience in resolving customer issues/complaints overall excellent customer service required