



# Example of Food & Beverage Assistant Job Description

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Our company is growing rapidly and is looking to fill the role 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

- Implement and maintain spirit of hotel's mission
- Ensure the F&B department operates based on the departmental mission statement
- Interact in courteous and professional manner with all guests, associates and community members
- Respond in courteous, professional and rapid manner in order to resolve all guest and associate difficulties
- Supervise, direct, coordinate and influence associate in order to maintain service standards of hotel
- Interact with people beyond giving and receiving instructions, particularly interaction with team leader, subordinates, co-workers, and guests in completing assignments, resolving associate and guest complaints
- Creates and maintains a good and healthy work environment and improves the team members' engagement, by creating and maintaining an environment where employees feel valued, involved and appreciated
- Ensures that revenue is maximized and payroll and other operational expenses are well controlled to reach the targeted departmental results
- Supports, controls and coordinates the submission of all F&B forecast and budget related figures the F&B marketing plan
- Develops with the F&B management team a clear, comprehensive and achievable business plan for the F&B department

- Bachelor's Degree or higher within food industry or hospitality
- Excellent communication and listening skills are essential, you'll use discussion to influence opinion and you'll have strong written skills
- You'll have the ability to analyse data and draw conclusions, measuring and monitoring supplier performance as required
- Ideally you will have F&B category knowledge, be good with numbers and service oriented in your approach
- Perform administrative duties supporting the Food & Beverage Division of the hotel
- Minimum one year of administrative experience preferably in a hospitality or restaurant related field or other equivalent experience is required