



# Example of Food & Beverage Assistant Job Description

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

Our growing company is looking for a food & beverage assistant. 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 food & beverage assistant

- Master of F&B Software systems/ software Trainer and keeper of Checkbook
- F&B inventory cost controller
- F&B Menu keeper
- F&B Recipe, inventory, maintenance
- Health Department record keeper
- Manages, motivates and organised personnel in order to improve the quality and creativity of F&B services, in line with brand standards
- Assists the Food & Beverage Manager with administrative duties, as assigned
- Monitor the department's actual and expected sales to ensure revenue goals are met or target exceeded and opportunities are identified and addressed
- Ensures food & beverage policies are in place in areas and followed by all related employees
- Provides services that are above and beyond for Guests satisfaction and problem resolution

## Qualifications for food & beverage assistant

- Due to strict regulation of Indonesian Immigration and Manpower Department, this position is open for Indonesian Nation only
- Follow up and ensure no details are overlooked
- Discreet, reliable and honest

- Ability to work with all Microsoft software
- Must be efficient in Excel