



Example of Food & Beverage Assistant Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a food & beverage assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for food & beverage assistant

- Maintain accurate and on time reports
- Ensure that, you and your staff in dealing adhere to high standards of professional conduct and ethics with colleagues
- Ensure that all facilities, equipment, furnishing, service ware, physical inventories and any other physical assets within the Food & Beverage Department are properly purchased, accounted for, used, secured and maintained
- Ensure that all policies and standards of the other departments, (personnel, accounting, engineering,) which affect F&B are understood, communicated within the department and adhered to by all F&B personnel
- Ensure that the highest standards of services in the FB departments are maintained and developed at all times
- Responsible for the organizing, planning, directing and managing the cost effective operation of the Banqueting Department
- Effectively co-ordinate and organize the operations of the Banqueting Department
- To foresee and budget forecast of cover, revenue and payroll cost for all FB outlets to ensure the most cost effective operations possible without sacrificing service and standards
- Provide support and guidance to all FB Departments to ensure efficiency throughout the outlets
- Achieve hygiene, health and safety standard requirements

-
- Must also have strong experience in food purchasing including price negotiations
 - Ten (10+) years experience in food and beverage management and supervision of employees in the hotel, banquet and/or restaurant industry, possess overall knowledge of current culinary trends, food quality and food and beverage preparation and presentation
 - A good working knowledge of Microsoft Office productivity software (MS Word, Excel, Access, Outlook)
 - Perception and awareness of individual needs, the ability to handle all situations professionally and excellent interpersonal skills to deal effectively with guests, management and employees
 - Able to frequently move freely about the office, sit or stand for long periods and withstand various activities
 - Communicate effectively in English, both in oral and written form