



Example of Stewarding Manager Job Description

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Our growing company is looking to fill the role of stewarding manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for stewarding manager

- Document and manage checklists for nightly deep cleaning
- Oversee and manage all work orders for completion
- Oversees and monitor 3rd Party Overnight Cleaners
- Partners with leaders from other departments and partnerships to improve service and solve issues
- Partners with Banquet/Outlet managers as needed
- Manages fourteen separate steward stations and directs the work of 40-50 stewards per shift that are responsible for the movement of food and service items from kitchens and preparation areas to function areas and removes dirty/used service items for return to dish room
- Prepares schedules based on a 10-day forecast and makes recommendations regarding temporary staffing needs
- Creates individualized packets for each steward per shift to ensure that equipment, food, and service items are at the appropriate location on time, taking into consideration multiple, simultaneous events with upwards of 250 daily functions
- Walks the service floor between set-up areas, function areas, and dish rooms to monitor progress of stewards and readjust staff as necessary
- Ensures that banquet kitchen is fully supplied with basic daily equipment, sheet pans, hot boxes, food inserts

Qualifications for stewarding manager

- Lead employees with positive direction, coaching, and follow-up
- Ability to see issues and develop procedures to improve productivity and maintenance of work environments
- Ability to work with leaders within and in other departments and partners
- Ability to present self in a professional and well groomed manner
- Ability to handle multiple outlets