



the *Whistledown* hotel

## **Job Description:- Food & Beverage Duty Manager**

**POSITION TITLE:** Food & Beverage Duty Manager

**REPORTS TO:** The General Manager - Berni Lively

### **POSITION SUMMARY:**

The Food & Beverage Duty Manager is required to be a hands on, highly motivated and passionate individual with previous supervisory or management experience and excellent customer service skills to join our expanding team. The successful candidate should have at least 2 years experience in a similar role, with a working knowledge of delivering excellent customer service and managing a team. This role is ideal for a self motivated, tenacious and innovative person who is driven by exceptional hospitality, highest standards and has a real passion for hotel life.

### **JOB ROLES:**

- Job Roles
- Staff training
- Ensuring compliance with hygiene, health & safety legislation
- Stock Control
- Ordering Supplies
- Managing Staff Rotas
- Handling customer enquiries and complaints
- Delivering excellent customer service
- Additional duties may be required as delegated by the General Manager in order to accommodate fluctuations in work demands.