



HOTEL CERRO JOB DESCRIPTION

Food & Beverage Manager

Position Title: Hotel Cerro Food & Beverage Manager

Lines of Communication:

Reports to: Managing Partners/General Manager

Responsible for: Food & Beverage Department

Liaises with: All Other Heads of Departments

Position Summary:

The Food & Beverage Manager is responsible for and manages the general operations of the Food and Beverage department. The Food & Beverage Manager reports directly to the Managing Partners/General Manager.

Responsible for controlling departmental expenses and ensuring maximum Food and Beverage revenues are achieved.

Responsible for developing and managing the internal control functions to deliver exceptional guest service and financial profitability.

Duties and Responsibilities:

Duties and Responsibilities will include but not be limited to the following:

- Overall responsibility for hiring, training, supervising and scheduling for all outlets: Brasserie/Café/Bar, Lobby and Courtyard, Olive Tree Small Event Space, Pool Bar and Deck and Life of Pie Dessert Retail.
- Liaise with Executive Chef in the creation of menus within the parameters of the company food and beverage profile.
- Implement effective control of food, beverage, china/glass/linens/silverware and labor costs among all sub-departments to Hotel standards.
- Abide by and implement all state, federal and company requirements pertaining to the service of alcoholic beverages.
- Oversee all cash handling staff to ensure cash handling policies and procedures are adhered to. Comply with all accounting rules and standards.
- Assist in establishing and achieving predetermined profit objectives and desired standards of quality in food, service, cleanliness, and promotion.
- Regularly review and evaluate the degree of guest satisfaction of all outlets, to recommend new operating and marketing initiatives.
- Develop and implement procedures to ensure that all food and beverage related activities and services meet or exceed Hotel Cerro's standards and goals.
- Reviews daily hotel's arrivals, VIPs, special requests, and group needs.
- Maintains a high level of morale and productivity as well as consistent and effective flow of communication within the Food and Beverage Department and between other departments of the hotel.
- Coordinate repairs, upkeep and maintenance activities with the Maintenance/Engineering Department.
- Oversee the maintenance and configuration of the POS system ensuring that all the necessary information is accurate.
- Prepare the departmental budget with Managing Partners/General Manager and Financial Controller and put measures in place to achieve or exceed the budget.
- Oversee inventory and ordering of supplies for the department.

- Complete projects in a timely manner as required by Managing Partners/General Manager.

Prerequisites:

- Strong verbal and written communication skills.
- A highly driven and motivated individual with a deep knowledge and understanding of Food and Beverage operations.
- A passion for showcasing local products
- An inquiring mind
- Must be flexible in terms of working hours and schedules.
- Must be able to physically endure long periods of standing.
- Must possess outstanding guest services skills and a professional presentation.
- Must be able to handle a multitude of tasks in an intense, ever-changing environment.
- Must be effective at listening to, understanding, and clarifying the concerns and issues raised by guests and employees.

Education

Bachelor's Degree in Hospitality or equivalent experience in a hospitality environment.

Experience

- 5+ years of Food and Beverage, Culinary, Event Management, or Related Professional Area.
- In-depth Food, Beer, Wine and Spirit knowledge