



Food and Beverage Manager

We do require all applicants to be eligible, to legally be able to work in Canada before we conduct the interview process. ** Only those selected for interview will be contacted due to the volume of applications.

Responsibilities:

- Taking responsibility for the business performance of the restaurant and bar.
- Analyzing and planning restaurant sales levels and profitability.
- Assisting with organizing marketing activities, such as promotional events and discount schemes.
- Preparing reports at the end of the shift/week, including staff control (wage to revenue reports), food control and sales.
- Creating and executing plans for department sales, profit and staff development.
- Setting budgets and/or agreeing them with senior management.
- Ensuring restaurant/bar performance meets or exceeds annual goals
- Planning for necessary capital upgrades by completing the appropriate project management templates for consideration.
- Assist in planning and coordinating menus.
- Collaborate with other managers and chef to ensure menu and events fit into the resort scheme.
- Coordinating the entire operation of the restaurant and bar during scheduled shifts.
- Managing staff and providing them with feedback.
- Responding to customer complaints.
- Ensuring that all employees adhere to the company's uniform standards.
- Recruiting, training and motivating staff.
- Organizing and supervising the shifts of kitchen, servers and cleaning staff.
- Maintaining high standards of quality control, hygiene, and health & safety.
- Checking stock levels and ordering supplies.
- Completing monthly inventory counts and as needed.
- Preparing cash drawers and providing petty cash as required.
- Helping in any area of the restaurant/bar when circumstances dictate.
- Ensuring food and liquor policies are being followed at all times.
- Use resources to full capacity to utilizing cost effective measures.
- Build sustainable relationships with guests, team members, and vendors.
- Stay current with work required skills as well as management, financial services, and customer service trends.
- Be an active participant in department meetings and offer recommendations /ideas on projects and processes.
- Commitment to team building.
- Responsible for Resort Banquet execution.
- Tracking and submission of all invoices to bookkeeping department.



Knowledge, Skills and Abilities:

- A degree in business administration, commerce or tourism is preferred.
- Minimum of 2 years of experience in a busy restaurant with liquor license required.
- Understanding of BC Liquor Laws required. Serving it Right certification
- Understanding of food safe procedures. Food Safe certification
- Valid driver's license and good driving record required.
- Ability to understand and carry out industry specific written and oral direction.
- Effective communication skills with individuals at all levels of the organization.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Strong negotiation skills and understanding of vendor relations including quotation and ordering process.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Sound leadership, staff management, and teambuilding skills.
- Provide leadership and support for supervisors to enable them to properly manage their team members in order to drive results and achieve top performance.
- Able to build and maintain lasting relationships with corporate departments, key business partners, and customers.
- High degree of resourcefulness, flexibility, and adaptability.
- Strong customer service and troubleshooting skills.
- Ability to interpret and implement company policies and procedures.
- Professional appearance.

Hours:

Per week range between 35-40 F/T and must be flexible, overtime when required

Job Types: Full-time seasonal

Benefits:

- Discounted food
- Retail Discount

Schedule:

- 10 Hour Shift
- 8 Hour Shift

Experience:

- restaurant management: 2 years (Required)