



RETREAT • PUNAKAIKI
Relax • Unwind • Explore

Position Title	Asst. Restaurant & Bar Manager
Objective of Position	To assist the Restaurant and Bar Manager in the suppression and control of all catering outlets in the hotel to the required standards within agreed budgetary limits and parameters of the law, particularly liquor law.
Report To	Restaurant & Bar Manager
Responsible For	All restaurant, bar, room service and banqueting,
Relationship With	Head Chef, Housekeeper, Front of House Manager, Security Manager, Personnel Manager, Maintenance Manager, Accountant and local authorities (ARLA, Police, RPH etc.)
Duties and Responsibilities	<ul style="list-style-type: none"> • Ensure the prompt and efficient service of all meals, snacks, beverages and functions to the required standards. • Ensure profit margins are maintained and agreed costs are not exceeded through effective control systems, including auditing against dockets, sales analysis, menu costings and cash checks. • Ensure restaurant/s, bar/s and cloakrooms are clean, well maintained and stocked with the stipulated requirements. • Ensure the efficient running of the banqueting department and all banqueting rooms. • Ensure that table appointments are impeccable. • Ensure that waiters are always correctly and smartly dressed, they offer professional and courteous service to their customers, and they comply with the required standards. • Act as Duty Manager as required. • Ensure consumable and non-consumable goods are ordered, correctly stored and issued to the various departments. • Ensure maximum security in all areas under your control and staff are fully aware of the importance of key security. • Ensure company and statutory hygiene standards are maintained in all areas. • Attend promptly to customer complaints. • Take the necessary steps in the event of theft, burglary or fire. • Ensure reports and administration requirements are promptly submitted. • Hold regular performance appraisals with all management staff, identifying areas for development and training needs, and ensure this training is affected. • Be fully conversant with all statutory requirements regarding food and beverage operation, that all licences, including special licences, are



RETREAT • PUNAKAIKI
Relax • Unwind • Explore

	<p>applied for and the conditions affecting the issues of a liquor licence are not jeopardised.</p> <ul style="list-style-type: none"> • Ensure regular stock-takes are conducted. • Prepare and submit in the required format all information necessary for accurate budgeting purposes. • Ensure an effective table reservation system is in operation. • Hold regular staff meetings. • Be fully aware of trends in the industry and make suggestions for improvement of the catering operation. • Attend meetings as required. • Carry out, or ensure regular on-the-job training is taking place to agreed standards. • Ensure the most suitably qualified person is appointed in the event of a vacancy. • Any other duties the employer may reasonably require.
Relevant Qualifications	<ul style="list-style-type: none"> • Level 5 National Diploma in Hospitality (Food and Beverage)
Personal Attributes	<ul style="list-style-type: none"> • Honest and reliable • Good communication skills • Leadership skills • Excellent customer service • Able to work alone as well as part of a team
Limit of Authority	