Food and Beverage Manager

Job Description:

Food and Beverage Managers are responsible for planning, controlling, and ordering food and beverages for a hospitality business. They ensure that orders are of appropriate quality and that the restaurant will not run out of anything before the next delivery. Food and beverage managers must comply with food safety regulations and carry a food safety card. They may be involved in ordering alcoholic beverages as well if the restaurant does not have a dedicated bar manager.

Job Responsibilities:

* Monitor all food and beverage operations
* Administer everyday operations of the food and beverage
* ensure compliance to all health department regulations
* Monitor inventory for all food and beverage products
* Determine and prepare various food and beverage operation guidelines
* recommend improvements to various techniques
* monitor and restock inventory, change pars as appropriate
* Design menu appearance
* Forecasting, planning, sourcing, and ordering food supplies for the kitchen, as well as beverages to stock the bar and fridges.
* Building positive relationships with food and beverage vendors.
* Adhering to the food and beverage budget.
* Managing daily food and beverage operations.
* Following food and safety regulations.
* Assisting with marketing events.
* Creating and enforcing restaurant policies, protocols, and procedures
* Hiring, training, and managing food and beverage staff.
* maintain control on all cash and credit card receipts
* Prepare all paperwork and reports for schedule within required timeframe

Job Qualifications:

* Bachelors in restaurant management or related field required
* Masters in restaurant management or related field preferred
* Experience as a food and beverage manager

Opportunities as a food and beverage manager are available for applicants without experience in which more than one food and beverage manager is needed in an area such that an experienced food and beverage manager will be present to mentor.

Job Skills Required:

* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Leadership ability
* Ability to spot and resolve problems efficiently
* Capable of delegating multiple tasks
* Communication and leadership skills
* Keep up with cooking trends and best practices
* Working knowledge of various restaurant software programs
* Ability to use a computer based menu ordering system
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* In-depth knowledge of the food industry.
* Strong working knowledge of related computer software, including restaurant management software.
* Ability to adhere to budgets and meet financial targets.
* Exceptional organizational, leadership, problem-solving, and communication skills.
* Ability to forecast food and beverage needs.
* Excellent customer service skills.
* Ability to delegate appropriately