

FOOD & BEVERAGE ADMINISTRATOR (FULL-TIME)

This stylish luxury hotel, **Corinthia Hotel St. George's Bay** is seeking to recruit an ambitious, determined and highly motivated individual who is seeking to embark on a career in hospitality.

Reporting directly to the F&B Manager, this position requires an individual with previous experience in a supervisory or junior management role preferably within the hospitality industry.

The candidate will be responsible for:

- Supervising the functioning of all Food and Beverage employees, facilities, sales and costs, to ensure maximum departmental profit is achieved
- Guiding and assisting all outlet Managers in the day to day operations
- Coordinating and supervising the presentation and service of food products to ensure the highest quality at all times
- Establishing and maintaining effective employee relations
- Frequently interacting with guests to ensure satisfaction and gain feedback
- Ensuring the group's standards are maintained at all times
- Assisting with the administration of the Department, such as weekly schedules and timesheets
- Overseeing staffing levels to ensure demand is met while working within budgeted targets
- Supporting the F&B Manager in all F&B planning and organization
- Dealing with complaints and resolving issues there and then to the guests' satisfaction
- Responsible for any purchases which need to be done within the department

The ideal candidate will:

- Have a minimum of five years' experience in Food & Beverage preferably within a 5 star hotel environment
- Be flexible in attitude, approach and working hours
- Ideally hold a related ITS qualification or equivalent
- Possess a valid Food Handlers Licence
- Have good command of the English language
- Have good knowledge of Micros Fidelio POS system
- Be guest focused and with an outstanding personality

- Possess strong leadership skills
- Have a professional disposition and must maintain company grooming standards
- Able to work on his/her own and within a team

We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: vacancies.stgeorges@corinthia.com