

## **JOB DESCRIPTION**

Position	:	Food & Beverage Supervisor
Incumbent	:	
Reports to	:	Food & Beverage Manager
Overall Goal	:	To assist the Food & Beverage Manager to plan and direct food and beverage services to members, their guests, corporate/trade groups and other approved visitors.

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## **KEY RESULT AREAS**

### **1. PLANNING AND BUDGETING**

**To assist the Food and Beverage Manager to provide significant input into the development of the Club's strategic and business plans**

*This will have been satisfactorily achieved when:*

- 1.1 Input has been provided into the identification of strategic issues, and the development of strategic objectives and strategies.
- 1.2 Assist the Food and Beverage Manager to prepare a draft marketing and resources plan and budget for Bar & Dining Room and a maintenance plan for House, including underlying assumptions, has been developed within guidelines provided by the General Manager, for approval by 31<sup>st</sup> December each year.
- 1.3 Assist the Food and Beverage manager to prepare financial projections with underlying assumptions for the Bar, Dining Room and House within the timeframe, for the period, in the format and within the guidelines provided by the General Manager.

### **2. BAR OPERATIONS**

**To assist the F & B Manager to direct the operations of the Bar and Dining Room**

*This will have been satisfactorily achieved when:*

- 2.1 Assist the F & B Manager to implement the approved plans and monitor performance against the approved budget including satisfactory explanation for variances.
- 2.2 Club rules and Committee policies have been adhered to.
- 2.3 Operating policies and procedures have been adhered to, and any recommended changes have been developed, documented and submitted to the F & B Manager or General Manager for approval within an agreed timeframe.
- 2.4 Assist the F & B manager to ensure that feedback from members, their guests and other patrons shows the quality of food and service to be of a high standard
- 2.6 Assist the F & B manager to develop posters promoting members' functions for posting on the Club's website and notice boards in a timely fashion.
- 2.7 Assist the F & B manager to develop brochures and other literature to promote individual members' functions, wedding receptions and other functions have been developed and updated regularly.
- 2.8 Assist the F & B Manager to ensure the casual staffs meet the standard of permanent staff after an initial probation period.
- 2.9 Assist the F & B manager to maintain the stock level of food and beverage to appropriate levels.
- 2.10 The service of alcohol has met the Club's responsibilities under the Act.
- 2.11 Assist the F & B Manager to carry out and balance stock takes on an agreed regular basis or a satisfactory explanation of any variance provided.
- 2.13 To assist the F & B Manager to supervise the use and maintain the point of sale

system including tills and other cash holdings have been balanced as required or a satisfactory explanation of any variance provided.

- 2.14 Assist the F & B Manager to monitor that the dress and presentation of all staff in Bar, Dining Room and House has met agreed guidelines at all times.
- 2.15 All enquiries and/or complaints have been dealt with in a personable and timely manner.
- 2.16 Assist the F & B Manager to monitor the performance of staffs and appropriate action taken where necessary.
- 2.17 Assist the F & B Manager to complete agreed tasks from Operations meetings in a timely fashion.

### 3. HUMAN RESOURCES

**To assist the F & B Manager to manage agreed human resource functions**

*This will have been satisfactorily achieved when:*

- 3.1 The performance of Casual Bar Staff is monitored and feedback is provided to the F & B Manager.
- 3.2 Staff are given appropriate breaks in accordance with the Registered and Licensed Clubs Award.

In the absence of the F & B Manager duties will also include;

- 3.3 The hours worked by Bar staff has been verified each pay period in the absence of the F & B Manager.
- 3.3 Staff has been rostered appropriately to the required business levels and that roster has been communicated to all Staff in a timely and efficient manner.

### 4. OCCUPATIONAL HEALTH AND SAFETY

**To assist the F & B Manager to meet Occupational Health and Safety requirements**

*This key result will have been satisfactorily achieved when:*

- 4.1 Workplace Health and Safety policies and Safe Operating procedures have been followed.

Dated .....

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General Manager

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Food and Beverage Supervisor