

Job Description Function/Kitchen Supervisor

Part 1: Functions Supervisor

- Meet and Exceed Clients Expectations
- Provide efficient service to all clients
- Ensure High Standards of service are maintained at all times
- Hands on approach- function set up, progression, pack down and lock up.
- Address customer issues that may arise in a professional fashion
- Provide and practice a safe work place for fellow staff
- Roster staff and control labour costs
- Stock ordering and cost control
- Training of new staff

Part 2: Function and Kitchen coordinator

- Liaise with clients to ensure a successful event
- Event administration assistance
- Conduct site tours
- Ensure prompt response to client requests
- Perform shifts in restaurant areas.

Part 3: Office coverage and assistance.

- Leave coverage for office staff and office assistance when required (as Per Job Description Office supervisor)

I agree to this Job Description;

Name:

Signed: _____

Date: _____