

# Food & Beverage Supervisor

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## Department

Food & Beverage

## Job Summary

The Food & Beverage Supervisor is responsible for handling Food & Beverage operations in the hotel. This includes the Bistro in the mornings and evenings, as well as catering and banquet functions. The primary goal is to ensure a positive guest experience while complying with company and brand standards. The primary duty is to ensure a positive guest experience. In order to achieve this, the supervisor must have trained and engaged staff, have adequate food and supplies at all times, and ensure orderliness, cleanliness and maintenance of equipment.

## Duties and Responsibilities

Including, but not limited to:

- Trains and supervises staff
- Orders food and supplies to ensure adequate supplies are always available to guests
- Ensures consistent cleanliness, orderliness and maintenance of kitchen and guest dining areas
- Provides quality and visually appetizing food and beverages
- Follows required sanitation procedures for food handling safety. Obtains and maintains any food or beverage handling certifications that may apply
- Partners with Sales Staff to be able to fully execute catering and banquet orders
- Ensures the timing of food preparation to ensure that food is ready on time in accordance with specifications on the banquet event order.
- Adheres to budgeted and brand standard guidelines for cost of food and beverage items, and budgeted labor costs
- Maintains adherence to brand requirements.
- Provides support to front desk as needed.
- Other duties as assigned.

## Minimum Requirements

- 1 year of supervisory food & beverage experience.
- 1 year of hotel experience.