



## **EMPLOYMENT JOB SPECIFICATION: FOOD & BEVERAGE MANAGER**

CLERMONT LODGE: 2339 P Tshabalala Avenue, Clermont - Durban

### **1. Requirements**

- Tertiary Qualification preferably in the Food & Beverage or Hospitality Industry (Certificate or Diploma)
- Basic Computer literacy
- A valid driver's licence
- Zulu or Xhosa speaking and English
- Preference would be given to candidates within the Clermont Area and Surroundings

### **2. Job key attributes**

- Customer Service and Sales
- Cleanliness and hygiene
- Finances and stock control
- Managing staff
- Cooking
- General Administration

### **3. Duties:**

#### **3.1 General duties of a manager**

- Check availability of stock and make necessary stock limiting rotten food
- Ensures that food cooked is always appealing to the eye and customers always enjoy
- In charge of all serving menus updating and changing minimizing customer disturbance while increasing profitability
- Monitor seasonal menu's and sell only if required i.e. (Mugodu in summer)
- Ensures that the staff dishes food that is up to scale and not dishing too much or too less
- Ensures that all accessories for food are always available i.e. food dishes, spoons, serviettes, toothpicks, gas etc.
- Ensure that drinks are served cold at all times and available
- Update and print out the workers shift schedule/timetable.
- Ensure that there is always enough personnel to serve the customers and should not be too long lines with slow service
- Check stocktaking to ensure there is no theft or loss of stock. To check all stock that has arrived, moved from store area as well as consumed.
- Ensure that bottles or glasses are charged deposits from customers
- Ensure that empty cases are not all over lodge but kept neatly and in one designated area
- Cleanliness to be a top priority, cleaning floors, dishes, pots, fridges etc.

#### **3.2 Administrative duties of a manager**

- Check if speed point slips are correctly captured and pasted in the slips book provided.
- In charge of filing of all things related to the kitchen and beverage department
- Leave capturing of the employees and creation of payslips.
- Pricing update. Check if supplier prices increase and then increase the prices accordingly
- Draft warning for employee in cases of misconduct. Ensure employee replacement is available and trained in case of employee dismissal or leave.

***CLERMONT LODGE a div of 2Day-is-d-day Accommodation & Tours (Tiddat)***



- Monitor money in and out, increasing profitability at all times

### **3.3 Other duties of a manager**

- Research about more effective ways of marketing i.e. DJ's hire, free food on certain days (Ibhodwe), stokfelz organize, special meals on certain days, beverage happy hours etc.
- Check if staff treat customers with respect and that customer care is always at its highest level
- To take charge / responsibility for Health & Safety of staff and guests
- Organize development or training courses for staff i.e. cooking, serving, cashier, first aid, safety, fire etc.
- Drives to buy / fetch stock from various suppliers on both beverages as well as food.
- In charge of uniforms for staff and name tags are worn.
- Undertake any other duties as may be required from time to time.
- Available 24hrs on standby especially on weekends