



Employee Requisition Form

Position to Be Filled: F&B Supervisor

Purpose: : Responsible for supervising the assigned staff in Food and Beverage venues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for first class restaurant operations by supervising front of house Food and Beverage leads and Line associates.
• Provide quality and timely support to the Food and Beverage Assistant Manager by (a) providing backup in that person's absence (b) participating in planning and special projects (c) implementing and managing assigned projects (d) recommending enhancements and changes to improve operations.
• Ensure that the front of house staff reports to work in proper uniform ready for work, hold pre-shift meetings, ensure that the venue is appropriately equipped for upcoming shift, and that venue has adequate coverage.
• Provide for quality service in all areas of the venue by continuously monitoring performance, customer feedback, and by adjusting or changing as needed.
• Ensure food preparation meets the quality standards for eye appeal, texture, color, and temperature by observing and inspecting preparation before delivery to guest. Maintain food specifications including established portion control to control costs.
• Track daily labor and match it to labor for each shift.
• Ensure that the restaurant is maintained in an inviting and appealing manner.
• Provide input to the Food and Beverage Manager regarding quality, visual appeal, and timeliness of food service.
• Comply with all departmental policies, procedures. and directives
• Properly trains team members.
• Monitors associate's performance during their shift. Providing coaching and counseling when necessary. Complete and issue performance reviews
• High school diploma or general education degree (GED) preferred.
• Minimum 2 years of experience in a fast-paced food service environment plus 1-year minimum front of house supervisory or lead experience.
• Must pass Serve Safe Manager Certification.
• Must be able to use Microsoft Word, Excel, and Outlook.
• Any other duties as assigned.

Reports To: F&B Manager
Approximate Hours: Full-Time

