**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Assistant Food & Beverage Director
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Assumes the management and operation of the food and beverage outlets, catering services, and kitchen in the absence of the Food & Beverage (F&B) Director. Ensures the proper preparation and service of food and beverages to the satisfaction of customers.

* Assists the F&B Director in the administration of all areas of the operations.
* In the absence of the F&B Director, assumes all responsibilities, duties, and authority of the Director.
* Following established policies, coordinates food and supplies acquisition and receiving process.
* Oversees the proper use of food and supplies to meet budgetary guidelines.
* Assists in menu and recipe planning and development.
* Ensures the cleanliness and sanitation of the F&B outlets and kitchen. Prepares for inspection.
* Observes daily conditions of all physical facilities and equipment in the restaurant, making recommendations for corrections and improvements as necessary.
* Ensures compliance with all regulatory standards.
* Coordinates staff scheduling, allowing for appropriate service levels while controlling labor costs and overtime.
* Assists in selection and evaluation of performance of personnel.
* Develops team members through appropriate training, coaching and mentoring to ensure strong operational performance. Motivates team members and promotes empowerment.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Bachelor’s degree in Hospitality, Food Service Hotel/Restaurant Management preferred; or equivalent combination of education and experience
* Minimum of two years food and beverage experience, preferably in the hotel industry.
* Knowledge of the principles and practices within the food profession.
* Full understanding of licensing responsibilities and health standards. Awareness of statutory requirements applicable to food and beverage service.
* Strong leadership skills, including ability to motivate staff.
* Excellent organization and communication skills and ability to perform a wide variety of tasks during busy, sometimes stressful times.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.