

JOB DESCRIPTION

JOB TITLE: Restaurant Supervisor – The Kennels
DEPARTMENT: The Kennels
REPORTS TO: The Kennels F&B Manager

MAIN PURPOSE OF JOB:

To supervise and run operations of the Kennels Restaurant. To take all orders from guests, have substantial F&B knowledge in order to upsell and describe menu items, manage staff in conjunction with F&B manager, handle complaints and be person responsible in absence of senior managers.

Duties

- To prepare the weekly rotas, ensuring adequate staffing of the restaurant at all times
- To supervise and assist the restaurant staff on a daily basis
- To input correct cost and retail rates into the Jonas system and create buttons to represent each new dish in the restaurant daily.
- To assist with processing the daily cash sheets in conjunction with other supervisors and managers
- To assist in the planning and co-ordinating wine list/cocktail/food menus with the management team
- To take food and wine orders from all guests.
- To have excellent understanding and product knowledge of Goodwood Estate/farm produce and Kennels history.
- To have a basic understanding of the Kennels budgets and profit and loss accounts.
- Conduct daily briefs prior to each and every service and liaise with Chef to be aware of any special dishes.
- To be duty manager on rotation basis (role shared with other supervisors and senior managers.)

Stock control

- Working with other supervisors to coordinate all aspects of stock deliveries and keep accurate and up to date records.
- To regularly liaise with F&B manager and other supervisors to ensure the monthly accounts are accurate and the receipt and administration of all deliveries are up to date.
- To administer and maintain, with the F&B Manager, the Jonas stock control system
- To be responsible for the cellar and stock storage areas, ensuring they are secure, neat and clean at all times.
- To liaise with the other managers to ensure tight stock control and budgeted margins are achieved.
- To assist with weekly ordering so as to ensure that stock levels are maintained and any special order for functions etc are placed in a timely manner.

Front of house

- To meet and greet all customers where possible
- To advise customers on all F&B choices and ensure the restaurant staff have similar product knowledge
- To assist with the training of Restaurant staff including holding annual performance reviews
- To assist with maintaining high standards of quality control, hygiene, and health and safety throughout The Kennels
- To support other supervisors and colleagues at peak times and to undertake any operational duty which might be reasonably required, to ensure customer expectations are met.
- Ensure Kennels team are always well groomed and smart ready for work.