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# Job Title: Food and Beverages Manager

## Job Summary

The Food and Beverages Manager is responsible for planning, organizing, and managing all food and beverage operations to ensure high-quality service, customer satisfaction, and profitability. The role involves supervising staff, controlling costs, maintaining hygiene standards, and ensuring smooth daily operations.

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## Key Responsibilities

- Manage and oversee daily food and beverage operations.
- Ensure excellent customer service and guest satisfaction.
- Supervise, train, and motivate F&B staff.
- Prepare duty rosters and manage staff schedules.
- Monitor food quality, presentation, and portion control.
- Maintain hygiene, safety, and sanitation standards.
- Manage inventory, purchasing, and stock control.
- Control costs and maximize profitability.
- Handle customer complaints and resolve issues professionally.
- Coordinate with kitchen and service teams.
- Ensure compliance with company policies and legal regulations.
- Plan and manage special events, banquets, and promotions.
- Analyze sales reports and prepare performance reviews.

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## Required Skills & Qualifications

- Bachelor's degree/Diploma in Hotel Management, Hospitality, or related field (preferred).
- 2+ years of experience in food and beverage operations.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.

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