NAIROBI CLUB

***Exciting Career Opportunity at Nairobi Club***

**INTERNAL JOB ADVERTISEMENT**

**ASSITANT FOOD & BEVERAGE MANAGER (JOB REF: NC/AFBM/10/2019)**

**Purpose of the job**

We are seeking to recruit a professional Assistant Food & Beverage Manager with the ability to manage the Club’s Food & Beverage Operations and for delivery of excellent member experience. The incumbent will report to the Food & Beverage Manager.

**Key performance areas for the role are:**

* Manage food & beverage operations with passion, integrity, and knowledge while promoting the culture and values of the club
* Implement new policies and procedures by developing plans and instructing staff
* Provide direction to food & beverage supervisors to enable proper work execution and staff to achieve restaurant goals consistently
* Review operations and staff to identify any problems, concerns, and opportunities for improvement
* Provide coaching and feedback to staff and assess performance on an ongoing basis
* Create a positive guest experience by delivering a high level of service and ensuring all staff engage guests to understand their needs and exceed expectations
* Manage the restaurants to meet or exceed standards in food quality, safety, and cleanliness consistently
* Monitor product and labour costs to remain within set goals
* Solicit members feedback to understand their needs and wants
* Train and coach staff on member's services principles and practices
* Monitor and maintain the Micros POS System
* Assist in new menu implementation
* Develop and implement creative solutions to areas of improvement
* Assist in conducting staff and daily pre-shift meetings
* Assist in any areas of the restaurant when staffing constraints require
* Identify employee weaknesses and re-train as necessary

**Qualifications** :

* A Diploma in Hotel Management from Kenya Utalii College or equivalent
* Bachelor’s degree in Hotel Management/Business Administration will be an added advantage

**Required Skills :**

* A good background in hospitality industry in a competitive market.
* A commitment to transfer knowledge
* Strong Leadership skills in managing a team to drive for results
* Strong background in Banquets & Conferences Management

**Experience :**

* 2 to 3 years of experience in Food & Beverage Service operations, with a successful proven track record. Experience in events management for a private members club will be an added advantage
* Good working knowledge of point of sales

If your qualifications and experience meet the above criteria, please send an application (quoting the Job reference number) and detailed CV indicating day contact telephone number, current remuneration and three referees by **18th October 2019** to : The Human Resources Manager, Nairobi Club, P.O. Box 30171-00100, Nairobi or e-mail to **hr@nairobiclub.com**