



**ASSISTANT MANAGER,  
FOOD & BEVERAGE**

**JOB DESCRIPTION**

**PRIMARY OBJECTIVE**

The Assistant Food & Beverage Manager is responsible for managing the day to day food & beverage operations of the Bell Sensplex in a professional manner, while continually exceeding guest expectations.

**ESSENTIAL FUNCTIONS**

**Ongoing**

- Responsible for all areas of the food & beverage operations
- Ensure all customers are provided with outstanding service
- Ensure kitchen, restaurant, and bar operations are opened and closed according to policy
- Responsible for ordering supplies, and inventory control and establishing relationship with suppliers ensuring the business receives competitive terms
- Responsible for food hygiene, and health and safety issues
- Responsible to assist in menu planning, development and meal specials
- Ensure all kitchens and eating areas are organized and maintain a high level of cleanliness
- Provides leadership and guidance to all team members
- Ensure proper cash management controls are followed by all food & beverage staff members, as per policy
- Responsible for food quality, and presentation
- Ensure the food & beverage operations are properly staffed with trained competent individuals
- Maintain all liquor regulations as set out by the A.G.C.O.
- Adhere to all government guidelines for proper and safe food and beverage service (Serve Safe; Smart Serve; Food Handling Training Protocol - Ministry of Health)
- Ensure waste is minimized and properly recorded
- Participate on committees to assist with event details, and other special requirements
- Responsible for report generation on a per needs, monthly and fiscal basis
- Other duties as assigned by the Food & Beverage Manager

**QUALIFICATIONS**

- Minimum 2 years previous experience as a food & beverage supervisor
- Safe Food Handler Certified
- Smart Service Certified
- Able to work independently
- Ability to work under pressure, prioritize tasks, and meet deadlines
- Excellent organizational skills
- Must possess effective oral and written communication skills
- Must be able to work flexible hours including evenings, weekends and holidays
- Intermediate computer skills
- Team player

Please submit your cover letter and resume in confidence no later than 12:00 Noon, Friday, Mar 12'10 to: Dave Dubuc, [dubucd@bellsensplex.ca](mailto:dubucd@bellsensplex.ca) .

*We would like to thank all applicants for applying; however, only those applicants selected for an interview will be contacted. Applications received for this competition will be maintained on file for a period of 6 months and may be referenced for future staffing requirements.*