



## **ASSISTANT RESTAURANT MANAGER**

Amara Sanctuary Resort Sentosa, SINGAPORE

**Date Posted:** 16 January 2019

**Department:** F&B Service

**Apply By:** 15 March 2019

**Employment Type:** Full Time

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### **JOB SUMMARY:**

To oversee the Outlets' operations and ensure profitability through the delivery of quality food and beverage service that adheres to the Resort's standards.

### **RESPONSIBILITIES:**

1. Ensure smooth daily operations in restaurant & bar.
2. Provide guest with pleasant dining experience.
3. Maintain good condition for the outlet's facilities and equipments.
4. Meet up with suppliers for new products in the market and place orders.
5. Prepare monthly breakage, Profit & Loss and reports for submission to the Management.
6. Ensure food quality and consistency before serving to guests.
7. Handle guest complaint or feedback as and when it arises.
8. Check and monitor staff grooming so as to comply with the Resort's grooming standards.
9. Plan, implement and review special promotions.
10. Check and respond to emails daily.

### Others:

1. Prepare and submit staff weekly roster, overtime claims, part-timer requisition form, midnight shift allowance and petty cash reimbursements for the department.
2. Complete Guest Incident Form as and when required.
3. Ad hoc projects or other duties as assigned by management.

**JOB REQUIREMENTS:**

1. Support and uphold the company mission and core values
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. High problem solving and analytical skills.
4. Strong leadership
5. Ability to multi-task in a demanding environment.

**QUALIFICATIONS & EXPERIENCE:**

1. Diploma in Hospitality Management or F&B Management
2. 3 to 5 years of restaurant management experience.
3. Holder of Food and Hygiene Certificate
4. Knowledgeable in bar operations & beverage
5. Able to do heavy task (to assist in events setup)

**SPECIAL REQUIREMENTS:**

1. Willingness to travel to Sentosa and able to work on shifts, weekends and public holidays.
2. Extensive walking required and occasional exposure to outdoor and weather.
3. Physically fit and strong to assist in events setup.
4. The ability to drive a buggy (training will be provided).

**Interested applicants may email their resume to [career@amarasanctuary.com](mailto:career@amarasanctuary.com)**