



Adare Manor Job Description

Director of Food & Beverage

Department:	Food & Beverage
Reporting to:	Deputy General Manager
Location:	Adare Manor, Adare, Co. Limerick
Overview:	The F&B Director is responsible for the Food & Beverage strategy and concepts, while driving effective and efficient management of the overall function across the resort ensuring that the defined luxury brand & service standards are implemented, and commercial targets are met

Operational responsibilities:

- Responsible for managing the Food & Beverage Managers reporting directly to you
- Collaborate with the Director of Culinary on concepts for all F&B outlets
- Develop and continuously review the Food & Beverage strategy
- Together with the support of the HR team recruit & engage a team of professional, motivated employees
- Together with the support of the Training & Development Manager create & roll out a comprehensive training programme for the F&B team
- Ensure the Food & Beverage outlets are compliant with internal & legislative Health & Safety, Hygiene compliance requirements
- Conduct pre-service briefings with your Managers & ensure they do the same with their teams
- Ensure all key performance indicators are monitored, met & exceeded annually
- Ensure that all members of the Food & Beverage team have an extensive knowledge of all menus, standards & service expectations.
- Apply efficient cost controls through effective management of departmental costs, purchasing, breakages, labour costs and efficient systems of operation.
- Apply effective rostering techniques to meet the business demands of the hotel
- Promote the culture of 'beyond everything' & the supporting values & behaviours by example & training as an EXCOM/Senior Team member

- Ensure that all Food & Beverage team members comply with the hotel's conditions of employment, procedures and policies.
- Conduction annual appraisals with your F&B Managers and ensure they conduct appraisals with the wider F&B team
- Collaborate with the HR Director on succession planning for your function
- Assist the HR team to partner with Hospitality Colleges offering F&B internships and developing future pipelines of employees
- Coach & mentor your direct reports and ensure they are adequately resourced to carry out their roles
- Ensure you are proficient on the Leading Hotels standards & exceed audit expectations
- Ensure you live the values of Adare Manor acting as a role model while promoting the vision, values and their associated behaviours to your team
- Drive commerciality through upselling, menu engineering, effective rostering, manpower planning and cost effective purchasing
- Ensure your outlets have a welcoming and friendly environment that results in it being a pleasant atmosphere for both guests and team members alike
- Create a culture of open communication throughout F&B ensuring your team are informed and knowledgeable on all relevant information
- Ensure you team have the resources to do their job
- Work closely with other members of the Executive Committee to ensure a one team approach
- To communicate effectively with all relevant parties and effectively lead your department in a structured and organised manner.
- Ensure Guest satisfaction monitoring is consistently carried out & deal with any Guest feedback in a responsive manner
- Liaise with Kitchen on all culinary matters
- Supervise work performance and systems of operation effectively within the department.
- Ensure that tasks are allocated & delegated in a fair manner to ensure operational effectiveness.
- Be 'on the floor' during service engaging with Guests & ensuring service is efficient.

Financial responsibilities:

- To upsell & maximise all revenue/sales opportunities in order to achieve budgets.
- Ensure that all bills are correctly posted/charged and all monies are accounted for.
- Reduce breakages/wastage through effective training and monitoring of staff.
- To prepare annually budgets for the following financial year
- Ensure compliance with financial policies and procedures across the entire Food and Beverage department
- To ensure that a culture of care and respect is shown for the products in daily use, that effective systems are adhered to for the storage, requisitioning, ordering/purchasing and security of all deliveries and storeroom areas, ensuring that any discrepancies are investigated fully, brought to the attention of Senior Management and rectified.

Administration responsibilities:

- Comply with & promote Fire, Health, Safety, HACCP and Environmental procedures & monitor staff systems of work and taking corrective action where necessary
- With the support of the Food & Beverage Coordinator ensure all administrative tasks including rosters, payroll, SOPs, purchasing & data analysis is completed in an organised & timely manner

People management:

- Ensure that fair practices and procedures are implemented and ensure that any issues are addressed without delay, taking corrective action as necessary – liaising with HR/ Director of F&B.
- Ensure that all employees are dressed to the correct uniform standard, maintain good personal hygiene, and present the appropriate image consistently throughout their shift.
- Ensure all employees arrive for work punctually, absence is covered, over time is worked as necessary etc. and monitor absences in the workplace.

Professional responsibilities:

- Actively participate on the overall hotel management team & support all hotel initiatives.
- Take responsibility for own personal development & the development & succession planning of the team.
- Contribute ideas, suggestions for continuous improvement on a regular basis.
- Regularly network within the hospitality industry, visit & benchmark against competitors

Because of the changing nature of our business you will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by the leadership team. Understand that this job description gives you a broad overview of your job role and as such it is not exhaustive or complete in listing each and every task required of you.

Approved by: _____
On behalf of the Company

Date: _____

Accepted by: _____
On behalf of the Team Member

Date: _____