



C L I V E D E N

Job Description

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| Job Title: Assistant Restaurant Manager | Department: Restaurant | Reporting to: Restaurant Manager |
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Aim of the role

To assist the Restaurant Manager and Deputy Restaurant Manager in the overall management of the Restaurant and Room Service.

Responsibilities

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- To take responsibility for the running of those outlets in the absence of the Restaurant Manager
- To be alert and ensure that the service is at all times performed in a professional manner and to the style as specified by the Company.
- To assist the Restaurant Manager in the administration of the Restaurant.
- To communicate and assist the Restaurant Manager in disciplinary matters.
- To be aware of and promote all services offered in the Hotel.
- To ensure that all guests' wishes are met so far as is reasonably possible.
- To ensure that all staff call guests by their correct names and title.
- To liaise with other Departments.
- To assist the Restaurant Manager in keeping the staff informed of the Hotel and Restaurant objectives and standards.
- To make sure that Company Policy and the Vision are followed at all times.
- To organise and supervise correct mise en place for the Restaurant and Room Service areas.
- To liaise with Reception and Reservations re. table reservations and special requests.
- To obtain feedback from guests and to use this to improve service and to pass on such to the Restaurant Manager and Duty Manager.
- To assist in the reaching of financial goals for the Food and Beverage department.
- To ensure that the Restaurant and Room Service areas are maintained to a high standard of cleanliness.
- To ensure that all appliances, fixtures and fittings are safe and work in accordance with Health & Safety regulations and report any faults to the Restaurant Manager or duty Manager any faults, as well as completing maintenance requests.
- To show a constant united front of management to the staff.
- To be fully aware of the Hotels Fire Safety procedures and Health and Safety regulations.

THIS PERFORMANCE ROLE GUIDE IS NOT EXHAUSTIVE, NOR IS IT MEANT TO BE. ADDITIONAL ITEMS MAY BE INTRODUCED WHERE NECESSARY.

As the current post holder of this Performance Role Guide, I confirm I have read and understood the duties of this role.

Name (please print) _____

Signed: _____ Date: _____