



## **Job Description**

**Fonction:** Assistant Food and Beverage Manager  
**Département :** F&B  
**Responsable direct:** F&B Manager  
**Contract:** Full time

**Organization:**  
Report to the F&B Manager

### **Objectives and tasks**

- Prepare management, variance, and financial reports on periodic basis.
- Manage everyday operations, accounting and financial matters of F&B store.
- Analyze the daily figures versus the purchases made and looks for optimisations
- Supervise employee activities to conform to established standards and policies.
- Identify and rectify operational, financial and employee issues.
- Coordinate with audit and business teams to ensure compliance with established procedures.
- Assist in recruitment, performance review, promotion, release, wages and salary adjustments for employees.
- Ensure employees follow operational practices, hygiene rules, and quality standards.
- Manage F&B store operations to ensure excellent service in economic and profitable manner.
- Initiate the development methods for high quality food and drink preparation process.
- Train assigned staffs on emergency, health and safety policies.
- Respond quickly to customer complaints to ensure high quality customer service and satisfaction.
- Plan and supervise the marketing and promotion activities to attract more customers.
- Assist in ordering, purchasing and stocking F&B products.
- Coordinate in sourcing and testing new products and menus.
- Conduct regular repairs and maintenances for F&B equipment.
- Assist to and ensure the correctness of all printwork and translation of F&B

## **The perfect match**

You have a genuine interest for hospitality and assisting guests. You preferably have previous F&B experience(s) in a similar hotel or restaurant. An excellent knowledge of English and French and/or Dutch language is a must. Another language is a plus.

You possess excellent grooming standards, excellent communication skills and persuasive power. You are self-confident and open minded. You live with a true hospitality DNA and a fun person to work with.

## **Qualifications & requirements**

- Flexible schedule (including weekends and bank holidays)
- Organizing and task management skills
- Eye for detail and understanding
- Efficacy and stress-resistant during rush time
- Upselling skills
- Team working attitude
- Multilingual

## **We are**

The Dominican is a 4\* deluxe design hotel, a destination for elegance in the historical centre of Brussels. The Dominican is the first member of Design Hotel™ in Belgium. The Dominican distinguishes itself by offering a unique product and indulgent hospitality.

The hotel offers 150 rooms, 3 Meeting Salons, Gym with sauna and Hamam, Courtyard, Lounge Bar and bustling Grand Lounge.

## **Hungry for more details**

You receive a competitive salary, a meal on duty, a Dominican Experience, yearly complimentary stay @ Carlton Hotel Collection and staff rates @ Design Hotels.

You think you are the right person to match, and you are willing to bring service and hospitality to the next level? Then we would love to receive your CV and motivation!

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