

Assistant Food & Beverage Manager

We are looking for a passionate individual to join our award winning team

The Assistant F&B Manager will support the Food & Beverage Manager in ensuring the efficient operation of The Old Barn Bar & Restaurant along with our newly opened halfway house.

The Old Barn Restaurant offers a casual and delicious selection of traditional fare as well as some unique creations with an emphasis on local provenance. Our extensive drinks list includes wines, craft beers, perfectly mixed cocktails and a wide range of premium spirits from around the world.

This is a challenging position for a highly motivated and hardworking individual , interested in developing themselves within the Golf/Hospitality industry.

Duties & Responsibilities:

- To drive innovation through our product and service throughout the business
- Ensure the food and beverage offering is delivered a high quality setting at all times
- Attend management meetings as required
- Ensure that financial targets are met or exceeded each month.
- Work closely with both FOH & BOH teams through pro-active stock control and look to reduce wastage at all times.
- Ensure that all Health & Safety legislation is carried out correctly and recorded as necessary. This includes all HACCP and COSHH responsibilities, Fire Evacuation Procedure, First Aid At Work and ensure safe working practices at all times. Maintain a focus on food allergens and customer information.
- Ensure that all on site Risk Assessments are up dated and reviewed as necessary.
- Ensure the FOH Team are trained on all necessary legislative aspects of their roles
- Ensure a focus on client needs and feedback, and ensure that any food queries or complaints are dealt with promptly and professionally
- Recruit and induct new starters in conjunction with the F&B Manager
- Ensure all equipment under your supervision is maintained in working order and kept clean, has clear operations instructions, is safe and secure with any issues being reported at the first available opportunity, and that all staff are regularly retrained on use of equipment.
- Ensure all incoming stock is received, checked off against the invoice and rotated with existing stock as necessary.
- Responsible for ensuring end of day cashing up is done in accordance with the SOP
- Responsible for locking up and securing the building at the end of shift in accordance with the SOP

A passion for excellent service and strong attention to detail are required for this position. Golf knowledge and experience of using the BRS system would be advantageous, however, not essential.



Teams & Training:

- Assist in the review and development of Standard Operation Procedures (SOPs) as necessary
- Assist in the recruitment, induction, training and management of all new team members
- Develop the FOH Team to enhance their skills and maintain motivation.
- Undertake regular job reviews with all directly managed team members
- Hold regular team meetings and briefings to discuss H&S issues and current trends, etc.

Admin:

- Ensure effective rota management, and work closely with the F&B manager to manage the costed rota
- Direct and motivate the team , delegating and communicating responsibilities effectively, utilising weekly management meetings, briefings etc. setting goals, deadlines and procedures.
- Ensure accurate and timely payroll information
- Ensure any sickness issues are recorded and reported immediately
- Ensure daily briefings are carried out between the kitchen and FOH.
- Follow all company policies and procedures

Staff Benefits

- Annualized Hours System – Enjoy Generous Time off During the Winter Season whilst still receiving your full salary
- Salary - £30,000
- Discount in our Golf Shop
- Discount in The Old Barn Restaurant
- Golf Privileges
- Salary Extras Benefits Platform – Shopping, Cinema, Gym Discounts
- Birthday Meal Voucher
- Staff Events
- Luxury Uniform
- Food whilst on duty
- Paid rest breaks whilst on duty

All applications should be emailed to - dpage@dumbarnielinks.com

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