

Thomas United Company Limited



Requires the following

Director of Operations

We are looking for enthusiastic, detail-oriented Director of Operations to join our team.

Reporting directly to the General Manager, Director of Operations will:

- * Be responsible for restaurant delivery, takeout and catering operations.
- * Be responsible for corporate & local store marketing.
- * Be responsible for Training & Development of all management personnel.
- * Be responsible to conduct training classes for management and staff.
- * Be responsible for new concept implementations and store openings.
- * Be responsible for complete asset inventory for entire organization.
- * Assist in the Recruitment, Hiring and Training of management personnel locally and from overseas.
- * Assist in menu design, creation and implementation.
- * Be responsible to improve underperforming locations
- * Maintain, update, and enforce health & safety, violence prevention and harassment policies for company.
- * Be responsible for budgeting and P&L statements for all restaurants.
- * Be responsible for monthly presentations of business activities to President &/or Board of Directors.

Must have:

- * Proven ability in building delivery and take-out sales.
- * Proven ability in effective scheduling and manpower planning.
- * Ability to control inventory and assets.
- * Proficiency with POS systems, Microsoft Windows and Office Suite
- * Excellent interpersonal and communication skills.
- * Ability to work flexible hours including nights, weekends, and public holidays.

Successful applicants must be adaptive to new cultural environments, have strong people management skills, and management experience in the food service industry with a strong commitment to quality and customer service.

Catering Manager/F&B Manager

The Catering/F&B Manager is primarily responsible for selling and servicing catering events. Duties also include contract review and facilitating communication before, during and post event with pertinent staff to ensure a high level of service. The Catering Services Manager also hosts site inspections, maintain strong customer relationships, participate and may lead event meetings and other staff meetings, and work as a team member with the operations and catering staff. The manager also works closely with an assigned Administrative Assistant and other support staff.

Proactive and dynamic, he/she will be promoting initiative, creativity, new ideas, and opportunities in the continual improvement and growth of the business. The successful candidate will be responsible for creating an innovative and exciting catering experience for the company, ideally, trained in a major hospitality/events company, preference will be given to candidates with a culinary background.

Your role will include creating, business plans and related budgets, client liaison and overall responsibility for ensuring efficiency at all levels.

Required skills and experience:

- At least 3 years experience in a similar food and beverage management position
- Knowledge of stock Control, P&L analysis, Menu planning
- Knowledge of current trends, food costing and analyzing.
- Able to work on own initiative and maintain high standards in busy environment
- Excellent operations management and people management skills
- Ability to create, update and maintain operation and service manuals.

Area Supervisor

Applicants should have a minimum of one year experience in senior management. Proven success in managing multiple outlets and multiple concepts is essential. The candidate must possess excellent working knowledge of Operational Analysis, Cost Controls & Budgeting, Menu/Marketing Development & Purchasing, Staff training and development with the development and execution of Operations & Marketing plans

Assistant Restaurant Managers

Having 1-2 years supervisory experience, applicant must be capable of managing the daily operation of high volume restaurants and assume complete responsibility in the absence of the Restaurant Manager.

Sr. Chef De Parties/Chef De Parties

Minimum 2 years kitchen experience, conversant with international cuisine and the ability to work in all areas of a full kitchen. Must be able to organize the kitchen brigade/food, control costs, set menus. In the absence of Managing Chef, be able to deliver catering orders or pick up storeroom items.

Demi Chef De Parties/Pastry Chef

Minimum of 2 years kitchen experience, conversant with international cuisine and the ability to work in all areas of a full kitchen. Must be able to organize the kitchen brigade/food, control costs, set menus. In the absence of Managing Chef, be able to deliver catering orders or pick up storeroom items. Working knowledge of bakery and confectionary is a must.

Commis Chef

Having 1-2 years of experience, providing assistance to the Chef De Partie, Suitable

applicants should be prepared to work under pressure with the ability to meet production deadlines. Hours of work will require split shifts, weekends and public holidays.

Waiters/Servers

Minimum 1-2 years of experience, the successful applicants will be required to work unsupervised on occasions and will be responsible for organizing restaurant equipment and linens. He/She needs to be capable of high standards of Food and Beverage service. Duties may include: delivering individual and corporate orders to customers door on vehicles. A warm and friendly character with ability to work with others in a busy operation is a must. A positive attitude and desire to learn is required. The ideal Server enjoys interacting with people while remaining professional at all times, is pro-active, team orientated and highly customer service focused. Knowledge of food, wine, and restaurant operations are desired. Working irregular split shifts, public holidays, and weekends are necessary.

Sr. Food & Beverage Servers must have an additional 1 year minimum experience in a supervisory or management capacity leading a casual dining team.

Marketing Manager

We are looking for an exceptional marketing professional to drive our sales, brand and image. The successful candidate will be overall responsible for the company's marketing communications, media relations, and advertising, plus related customer and employee programs.

Candidates should have a marketing degree and 5 years' experience, excellent computer & analytical skills, and must be results-orientated with the ability to work without supervision.

Kitchen Assistant/Porter

Applicants must have 1-2 experience in the cleaning of Pots, Pans, Kitchen Utensils, Equipment and all cleaning of kitchen/restaurant areas. Experience is also required in basic food preparation and arranging food & Miscellaneous Inventory supplies. Hours of work will require split shifts at various outlet locations, weekends and public holidays. Must have own transportation.

Please apply in writing to:

Human Resources, Thomas United Company Limited, P.O. Box HM 1619, Hamilton HM GX, Bermuda. Deadlines for applications: October 30, 2012