

Our Client, Take Five Ltd., the parent company of Buzz, Devil's Isle and Village Pantry is seeking a Food and Beverage Assistant Manager to assist with driving revenue growth for all operations. This is a permanent, full-time position and reports to the Food and Beverage Director, Restaurants & Catering.



Take Five Ltd. maintains a drug-free work environment and reserves the right to perform pre-employment criminal background checks and random drug tests. All applicants must have flexible shift availabilities and commute between multiple Take Five Ltd. locations. All applicants must be punctual, reliable, have good work ethic and able to work Saturdays, Sundays and Public Holidays.

### **FOOD AND BEVERAGE ASSISTANT MANAGER**

#### **Job Description & Duties:**

- Assist in the organization of catered and bar events, work with clients and manage events from start to finish, including original inquiry, internal coordination and supervision of event, post- event follow-up and billing (with support from accounting)
- Work with catering clients to ensure "one-stop shopping" as much as possible, including coordination of supplemental services such as space, equipment, flowers, linen and various other supplies and services
- Assist in managing the inventory and pricing for products and supplies related to all F&B operations
- Play an active part in the monthly coordination of physical inventories with a hands-on mentality and participate in stock- taking
- Assist in effective scheduling for the catering department, the restaurants and BUZZ outlets
- Assist in recruiting, onboarding, appraisals, motivation and setting standards of job performance and training for employees, in conjunction with Human Resources
- Work with Executive Management to develop objectives and plan for sales optimization
- Increase product sales according to the company's business plan targets and take early remedial action if they fall below targets
- Select or create successful menu items based on many considerations, and assign prices based on cost analysis
- Ensure organizational standards are maintained across all outlets through scheduled and consistent site visits
- Investigate and resolve complaints concerning food quality and services
- Assist in marketing and advertising the Company's product and services
- Assist in managing and overseeing new projects and project rollouts including Grand Openings of new outlets & restaurants
- Assist in managing equipment replacement, testing and vendor relationships
- Comply with all Health & Safety standards and regulations

#### **Education and/or Experience:**

- University degree in Business, Hospitality or related field from an accredited institution is preferred
- Five years' experience in a leading operational role in a busy restaurant and/or catering environment
- Experience with catering, event planning and food and beverage management
- Valid light truck license with no demerits and safe driving track record
- Computer literate in Microsoft Office, Inventories and Catering software
- Proven record of strong leadership, interpersonal and supervisory skills
- Excellent communication, reporting and organizational skills
- Conflict resolution experience would be beneficial
- Strong collaborator with sound commercial judgement
- Ability to implement a creative vision
- Proven experience in training, cost control, payroll and scheduling
- Positive attitude and proven effectiveness in a high-pressure environment
- Ability to work six days a week and be on your feet for long periods

Interested applicants should apply in writing and submit two professional references to:

Ontru: Human Resources – Take Five Ltd.  
20 Church Street, 2nd Floor, Suite 205, Hamilton, HM 11  
or email [hr@ontru.bm](mailto:hr@ontru.bm)

All applications must be received no later than: September 20, 2018

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