

# Cambridge Beaches

## BERMUDA

### DIRECTOR OF RESTAURANTS

#### **JOB OVERVIEW:**

Responsible for the successful management of all aspects of multiple luxury resort restaurant outlets, bar functions, pool & beach service, room service and related venues including the execution of food & beverage events in accordance with Resort standards and guest / customer expectations.

Directs, implements and maintains a hospitality service and professional management philosophy, which serves as a guide to respective staff and ensures an exceptional guest experience.

#### **WORK ENVIRONMENT:**

Restaurants, Food & Beverage Areas, Kitchen/Stewarding areas.

Job involves working:

- under variable temperature conditions (or extreme heat or cold).
- under variable noise levels.
- outdoors/indoors.
- Some heavy lifting; standing most of day

#### **REQUIRED QUALIFICATIONS**

1. Three (3) years' current experience as a Restaurant Manager or Food and Beverage Manager, preferably in a full service luxury style resort/ restaurant.
2. Recent proven experience in implementing innovative food & beverage trends and customer experiences.
3. Ability to successfully lead and professionally manage a diverse staff of both local and guest workers as a professional and productive team.
4. Able to strategize to meet financial targets
5. Strong background in staff training to achieve and maintain desired service levels.
6. Knowledge of food and beverage cost controls.
7. Experience in running multiple food & beverage outlets in a luxury Resort setting
8. Certification of previous training in liquor, wine, and food service.
9. Certification in an alcohol awareness program. (TIPS)
10. Ability to input and access information in the property management system/computers.
11. Proven guest relations training and experience.
12. Required to work days, nights, weekdays, weekends and public holidays as needed. This is a senior management position, so discretion is needed to ensure department is properly managed.
13. Some heavy lifting is needed, ability to work outdoors during warm summer months, also mainly on feet most of the day.
14. As we are a small boutique operation, this position is very hands on.

#### **ESSENTIAL JOB FUNCTIONS (INCLUDING BUT NOT LIMITED TO):**

1. Oversee the Daily Operation of All Restaurants.
2. Work closely with the Executive Chef in developing and implementing new and existing restaurant concepts and events.
3. Conduct formal training program on the required job functions with criterion expected and department orientation with new hires. Conduct ongoing training with existing staff.
4. Recruit and hire qualified staff based on criteria needed. Conduct and create training programs to attract and assist local candidates in succeeding as part of the team.
5. Able to access, create documents and utilize computer systems.
6. Prepare and adjust weekly work schedules in accordance with staffing guidelines and labor forecasts.
7. Prepare and submit daily/weekly payroll and tip distribution records.
8. Prepare weekly forecast of revenues, covers and labor costs.
9. Monitor and maintain cleanliness, sanitation, and organization of assigned work areas.
10. Maintain complete knowledge and strictly abide by Bermuda liquor regulations, particularly those prohibiting service to minors, intoxicated persons and drunk driving..
11. Establish par levels for supplies and equipment. Complete requisitions to replenish shortages or additional items needed for the anticipated business.
12. Check the status of all orders, prepare duty letters as needed and ensure that they are delivered within designated timelines.
13. Schedule and conduct monthly interactive departmental meetings, (beverage manager, service staff, captains, supervisors).
14. Review sales for previous day; resolve discrepancies with Accounting. Track revenue against budget.
15. Oversee beach and pool food and beverage service operations.
16. Conduct pre-shift meetings with staff to review all information pertinent to the day's business.
17. Constantly monitor Captains and staff performance in all phases of service and job functions, ensuring that all procedures are carried out to departmental standards; rectify any deficiencies with respective staff as needed.
18. Ensure standards of cleanliness and strict hygiene throughout food and beverage facilities.
19. Assist, train and guide food & beverage staff with their job functions towards ensuring optimum service to all customers and guests.
20. Provide feedback to staff on their performance. Handle disciplinary / performance problems by coaching & counselling employees according to hotel standards involving Human Resources as needed.
21. Foster and promote a cooperative working climate, maximizing productivity and employee morale.
22. Participate in the M.O.D. (Manager on Duty) program.

While we do not require a police certificate for the interview process, should you be successful and an offer of employment be made, we will require a recent police certificate be submitted as the final step for hiring. As part of the hotel industry and this being a Senior Management position, individual is required to work days, evenings, weekend, split shifts and holidays. Please apply with your detailed current resume and a minimum of two recent professional references to: Human Resources, Cambridge Beaches Resort, 30 Kings Point, Sandys, MA 02 or email: [maleia.wilson@cambridgebeaches.com](mailto:maleia.wilson@cambridgebeaches.com)

**Closing Date: October 27, 2022**