

# MEF LTD.

Equal Opportunity Employers

The Little Venice Group of Restaurants operating as:  
Little Venice/LVs/Venetian/ Belmont/ L'Oriental/ Express

La Trattoria, Trattoria Shop, Airport Operations  
Fourways Inn Restaurant & Catering/Café 4  
Harbourfront Restaurant

[www.diningbermuda.com](http://www.diningbermuda.com)

**REQUIRE THE FOLLOWING STAFF FOR NEXT SEASON FOR OUR INNOVATIVE AND EXCITING RESTAURANTS, LOUNGE, CATERING AND DELI OPERATIONS**

**TRAINING WILL BE PROVIDED FOR SUCCESSFUL, ENTRY LEVEL APPLICANTS**

## HEAD CHEFS

Minimum of 2-3 years proven experience required. Knowledge of Italian, Continental and Oriental cuisines and the ability to handle cost controls, staff scheduling, catering, menu planning. Must be willing and able to work flexible hours, including shifts, weekends and public holidays. Salary will be commensurate with experience and ability.

## SOUS CHEFS

Applicants must have knowledge of all aspects of the kitchen operation and be able to achieve high standards of quality and cost control. 2 to 3 years proven experience is essential. Must be available to work split shifts, weekends and public holidays in a very busy atmosphere. Good time-keeping and the capacity to work under pressure are essential. Salary will be commensurate with experience and responsibilities.

## CHEFS DE PARTIE/ ARTIST/ PATISSERIE

Applicants must have knowledge of all aspects of the kitchen operation and be able to achieve high standards of quality and cost control. 2 to 3 years proven experience is essential. Must be available to work split shifts, weekends and public holidays in a very busy atmosphere. Good time-keeping and the capacity to work under pressure are essential. Salary will be commensurate with experience and responsibilities.

## COMMIS DE CUISINE

Applicants must have knowledge of all aspects of the kitchen operation and be able to achieve high standards of quality and cost control. 2 years proven experience is essential. Must be available to work split shifts, weekends and public holidays in a very busy atmosphere. Good time-keeping and the capacity to work under pressure are essential. Salary will be commensurate with experience and responsibilities.

## KITCHEN ASSISTANTS

Needed for busy restaurants; duties include cleaning tasks, garbage disposal, heavy lifting and assisting chefs as required. Some kitchen experience necessary. Applicants must be honest and reliable and must be available to work evenings, weekends and public holidays in a very busy atmosphere. Good time keeping and the capacity to work under pressure are essential. Only honest, trustworthy, good timekeepers need apply.

## CATERING MANAGER

An experienced hospitality professional, committed to the industry and its success, is required to manage our very large catering and restaurant and café division. The successful candidate will report to the Managing Director and must have hands-on experience in a similarly successful operation with a proven track record. The applicant must have a friendly disposition, be tactful, and demonstrate exceptional organizational skills to allow for the planning and supervision of several functions simultaneously, including operating the catering division, handling restaurant groups and weddings and maintain strong relationships with local and overseas event planners. Must be able to train and effectively communicate with and co-ordinate a team of catering and restaurant staff, with special emphasis on training local hospitality students. Must be well versed in all types of cuisine and wine, possess effective budget planning skills and accurate stock control capabilities. The applicant will meet clients on a regular basis and must have a creative flair for menu and party planning. The catering division operates on a seven day per week basis, including public holidays. The applicant must be honest, trustworthy, a good time-keeper and possess a valid drivers licence.

## GENERAL ASSISTANTS

Applicants must possess 2 to 3 years proven experience in the food and beverage industry in order to assist the manager in all aspects of the business. Applicants will be responsible for creating menus, wine lists, coordinating table set-up for evening service and special events, handle customer enquiries, assist in the restaurant, have practical experience in computers, staff planning, working schedules, including knowledge of POS systems, Microsoft Word, Excel. Superb communication skills are essential as applicant must be able to prepare proposals for special functions. Must be available to work split shifts, evenings and weekends.

## FOOD & BEVERAGE WAITERS/WAITERS/WAITRESSES /SILVER SERVICE/WINE WAITERS/ SOMMELIERS

Applicants must possess a minimum of 1 year or more experience in all aspects of food and beverage service. Must have clean appearance be proactive, available to work split shifts, weekends and public holidays in a very busy atmosphere. Good time keeping and the capacity to work under pressure are essential. A valid driver's license would be an asset. Excellent benefits and competitive salary.

## PORTERS/GENERAL ASSISTANTS

The successful applicant will provide day-to-day assistance to the Manager. Some kitchen experience necessary. Must be able to drive as duties will include pick-up and delivery of laundry, food supplies, furniture, documents, and maintenance work. Assistance will be needed in helping the manager with incoming staff including airport pick-ups, supplies, laundry and preparation/cleaning of staff accommodation in conjunction with instructions from Human Resources. Applicants must have a valid driver's license, be honest and reliable and must be available to work evenings, weekends and public holidays in a very busy atmosphere. Good time keeping and the capacity to work under pressure are essential.

## PORTERS/GENERAL ASSISTANTS/LUXURY VESSEL

The successful applicant will provide day-to-day assistance on the Venetian. Duties include dishwashing, cleaning, laundry, supplies, set up for catering, assistance during catering. Assisting the captain and mate as necessary and taking care of accommodations for overnight guests. Must be prepared to take first aid and marine courses as necessary. Applicants must be honest, reliable, available to work evenings, weekends and public holidays in a very busy environment. Good timekeeping and the capacity to work under pressure are essential.

## ASSISTANT RESTAURANT MANAGER

Successful applicant requires a minimum of 5 years in a supervisory position. Will assist the Manager in running a very busy operation and must have proven supervisory and administrative skills together with experience in training, cost controls, payroll & staff scheduling, with working experience in programming networked POS systems. Must be willing to work flexible hours including split shifts, weekends and public holidays.

## FINANCIAL CONTROLLER

The successful candidate will be self-motivated and capable of working on their own initiative. They will be willing to work extended hours, including evenings and weekends, when required to meet deadlines. They will possess excellent interpersonal skills. They will also be responsible for the current group-wide computer systems. Responsibilities will include, but are not limited to: All accounting functions within the group and its associated companies in the restaurant and hospitality business; preparation and completion of monthly and annual financial statements and monthly management reports; budget preparation and variance analysis; overseeing the computer systems and training new users; supervision and training of accounting staff; and other ad hoc duties within the financial areas of the company as they arise. Qualifications necessary: A professional accounting qualification, C.A., C.P.A or equivalent. Experience in planning, implementation and the overseeing of computerized accounting systems in a multi-location environment.

## ASSISTANT FINANCIAL CONTROLLER

The successful candidate will be self-motivated and capable of working on his/her own initiative. Responsibilities will include, but are not limited to assisting the Financial Controller on all accounting functions within the group and its associated companies in the restaurant and hospitality business, in particular, the supervision and processing of account ledgers, completion of bank and other reconciliations and the supervision and training of accounting staff. The successful candidate must be flexible, have strong interpersonal skills and the ability to work as a team player. He/She must be able to solve practical problems where limited standardization exists and be able to multi-task. The ability to work flexible shifts is essential including evenings or weekends as the job entails not only office work but on site involvement. Working knowledge of POS systems (such as Micros or Aloha) and a background in the hotel/restaurant profession, with preference given to a candidate with experience in a similar position. An accounting background is essential.

## FOOD & BEVERAGE CONTROLLER

The successful applicant will have proven capabilities and be conversant with all aspects of F&B Control within the Restaurant Industry. Duties will include food and beverage cost control, purchasing, accounts payable, inventories, stock-taking, participation and pricing, container analysis, menu costing and other financial work as necessary. The successful candidate must be flexible and have strong interpersonal skills and the ability to work as a team player. He/She must be able to solve practical problems where limited standardization exists and be able to multi-task. The ability to work flexible shifts is essential including evenings or weekends as the job entails not only office work but on site involvement. Working knowledge of POS systems (such as Micros or Aloha) is needed and knowledge of back office systems would be an asset. The position will involve both office work and on-site involvement. An accounting background is preferred.

## ADMINISTRATIVE ASSISTANT

We are seeking a competent, hardworking Administrative Assistant with a minimum of 5 years experience. Applicants must be exceptionally well organized and capable of working without supervision while handling a constant heavy workload accurately and with initiative. The successful applicant shall have proven secretarial skills, excellent oral and written communication skills, good knowledge of Word and Excel, and the ability to work under strict deadlines in a very busy environment. Strong communication skills are a prerequisite. Some overtime and weekend work required.

## LIVE-IN HOUSEKEEPERS

The successful applicant will live-in and clean/maintain staff accommodations. Duties will include general cleaning, bathrooms, vacuuming, scrubbing floors, washing windows and ordering of supplies. Applicant must be prepared to help with the laundry and linens and must be able to work evenings, weekends, and public holidays. Honesty and good time keeping are a must.

Bermudians, Spouses of Bermudians and P.R.C. holders will be given first preference.

Please apply in writing with full resume and written references to:

**The Human Resource Manager**

**MEF Ltd.**

**P. O. Box HM 994, Hamilton HM DX**

**or email: [hr@mf.bm](mailto:hr@mf.bm)**

**All applications will be dealt with in the strictest confidence**

**Application forms available online at [www.diningbermuda.com](http://www.diningbermuda.com)**

**Closing Date: October 14, 2011**