

Catering Supervisor – Assistant Restaurant Manager – Fine Dining



Can also be called: Assistant Restaurant Manager - Fast Food, Assistant Restaurant Manager - Casual Dining, Assistant Food Service Manager, Food Service Supervisor, Duty Manager – Hotels or Restaurant, Deputy Manager

Salary: From £16-25k per year

Duties you may be required to do:

- Give customers a positive impression of yourself and your organisation
- Provide learning opportunities for colleagues
- Supervise drinks services
- Supervise Food Services
- Monitor and Solve Customer Service Problems
- Develop productive working relationships with colleagues
- Improve the customer relationship
- Supervise practices for handling payments
- Contribute to the development of a wine list
- Manage the environmental impact of your work
- Contribute to the selection of personnel for activities
- Contribute to the control of resources
- Ensure food safety practices are followed in the preparation and serving of food and drink
- Maintain the health, hygiene, safety and security of the working environment

Skills you need for the job:

- Literacy
- Numeracy
- Communication (informing others, listening to instructions, passing on messages)
- Customer service skills
- Works effectively under pressure
- Preparation of food and drink areas
- Handling financial transactions
- Effective team member (keeps others informed, reports issues, deals with disagreements constructively etc)

Expected behaviours:

- High standard of personal presentation, punctuality and initiative.
- Polite and helpful
- Responsive and enthusiastic
- Positive approach to dealing with people

There are lots of opportunities to progress in your career by working towards recognised qualifications whilst at work. More information on job roles and training courses can be found on the People 1st careers site “UKSP” (www.uksp.co.uk).

UKSP

UKSP is a unique website providing information, advice and guidance for a career in hospitality, leisure, travel and tourism. At the heart of this is an interactive career map giving access to information on job profiles, qualifications and courses.