

## Position Vacant 2018

**Department:** FOOD & BEVERAGE  
**Job title:** ASSISTANT FOOD & BEVERAGE MANAGER  
**Applications open:** MONDAY 30 MAY, 2018

National Trust - Currumbin Wildlife Sanctuary (NT-CWS) is currently seeking an experienced and passionate Assistant Food and Beverage Manager to join our dedicated team. NT-CWS offers a truly unique work environment, surrounded by bushland & Australia's native wildlife. As a not for profit organization there is true pride and satisfaction to be gained from this position, by knowing that your efforts contribute to the operations of our Wildlife Hospital and various wildlife conservation projects.

The focus of this role is to be responsible for the overall daily operations of our 5 F&B outlets. You will coordinate the team of Supervisors and team members to ensure that business needs are met, with high attention placed on productivity, outlet presentation & guest service. We are seeking a person that has a background of working for an organisation that has documented F&B standards and practices.

### Position details & duties

- Report to the Commercial Operations Manager to assist with Food & Beverage & Events team management including recruitment, training & performance management.
- Provide positive leadership to all F&B Team members, leading by example.
- You will create F&B SOPs and ensure they are well understood, supported and followed.
- Set specific daily performance objectives for all team members & supervise the performance standards within the outlets.
- Make recommendations on how to maximize revenue & minimize costs in order to meet budgets.
- Create a workplace environment that is energetic and professional. Drive a culture that is focused on delivering a superior Guest experience.
- This is a hands-on role requiring you to regularly be on the floor of the outlets maintaining a visual presence to assist team members & guests as required.
- Maintain and uphold compliance responsibilities for the RSA program.
- This role will require you to assist with projects as required.
- This is a non-smoking workplace.

### Selection Criteria:

1. Expected to have 3 years' experience at a similar level within an organization with multiple F&B outlets.
2. Supervisory level qualifications in hospitality, tourism, marketing or a related field are required.
3. Genuine previous experience in working with F&B SOPs and in delivering team training.
4. You must be proficient in Microsoft software including Word, Excel and PowerPoint & be experienced with POS operations at a supervisory level.
5. You will hold a current RSA and be prepared to undertake training in RMLV & First Aid.
6. Strong operational F&B skills required: cash handling, barista, basic food and beverage prep ability, complaint handling, operations trouble shooting, WHS & food safety champion.
7. Excellent communication skills, written, oral and interpersonal are essential.
8. Previous experience in rostering for a medium size team and associated wage cost control essential.
9. Exceptional attention to detail & a high level of personal presentation and integrity required.
10. Must be fast paced and have excellent time management skills.
11. Must be prepared to work in an outdoor environment, in all weathers, in a role that requires substantial walking. Must have fitness to lift, twist and carry up to 10kg.

### How to Apply

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Please email your application to this email address: [employment@cws.org.au](mailto:employment@cws.org.au).  
Thank you.