

Position Description

POSITION: Food and Beverage Duty Manager

LEVEL/AWARD: Level 3, Restaurant Industry Award 2020

CATEGORY: Casual

POSITION OBJECTIVE

The Food and Beverage Duty Manager, in addition to the objectives and responsibilities of their role as Food and Beverage Assistant, will ensure that the additional duties as listed below are performed. These additional duties only come into effect when rostered as Duty Manager.

KEY RESPONSIBILITIES

- Be responsible for food and beverage service and standards, in particular food safety standards and RSA requirements.
- Be the point of contact for all café patrons.
- Respond to complaints. If these cannot be resolved at the time, ensure contact details are recorded and refer the matter to the F&B Services Manager.
- Ensure that instructions left by the F&B Services Manager are relayed to the team working on the shift.
- Perform end of day cash reconciliation duties and ensure takings are placed securely in the safe.
- Ensure that opening and closing times of the café and bars are adhered to.
- If required, act as Chief Fire Warden when the café is the only occupant of the building and undertake regular in-house training sessions as a Fire Warden.
- Report any Workplace Health and Safety concerns to the F&B Services Manager
- As required, be responsible for locking the building and setting alarms and ensuring that the security of the building is maintained.

SPECIAL CONDITIONS

- Must have current RSA
- Must have Food Handler Basics certificate
- Willing to undertake First Aid training.
- Willing to undertake regular Fire Warden training.
- Willing to work weekends and evenings as per rostered shifts.

ORGANISATIONAL RELATIONSHIPS

Reports To: F&B Services Manager

Internal Liaisons: All Merrigong staff and volunteers

External Liaisons: Customers, venue patrons, suppliers