

Restaurant Supervisor – Cysuites Apartment Hotel at Cytonn Investments

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Cytonn Investments is an investments and real estate company, with offices in Nairobi – Kenya and DC Metro area – U.S. We are primarily focused on offering alternative investment solutions to global institutional investors, individual high net-worth investors, local institutional investors and diaspora investors interested in the East-African region. Our alternative investments solutions are based on four main products: real estate, structured solutions, private equity and advisory. Most of the investment opportunities in Sub Saharan Africa are not in the listed markets, hence our focus on alternative investments to find uncommon value and returns for our clients.

RESPONSIBILITIES

Receive and respond to guest reviews & feedback. Attend to guest complains and ensure high level of guest satisfaction is attained

Oversee the dining area, supervises food and beverage service staff in accordance with operating policies. Making sure restaurant is clean and set ready for service.

Make sure waiters are well groomed before start of every shift

Has a good knowledge of menu and presentation standards. Be able to follow on orders from the bar and kitchen

Ensure the restaurant checklist is properly filled and submitted

Manage and assign duties to the restaurant and bar staff

Record all transactions, prepare and share daily sales reports. Manage restaurant margins and costs within the budgets

Manage costs and ensure they are in line with sales without compromising quality

Manage the department in an entrepreneurial manner, looking for opportunities to generate more business at all times. Ensure sales are driven to the department's full potential and budgets are adhered to.

Schedules periodic food and beverage service staff meetings to ensure correct interpretation of policies and obtain feedback from staff members. Train and ensure growth of Internal talents.

Manage restaurant stock and inventory. Ensure the stocks are tallied on a daily basis.

Any other duties that may be assigned from time to time.

REQUIREMENTS

Must have achieved atleast a C+ or equivalent in highschool

Must have a certificate in hotel management or its equivalent

Should be a team player

Should be able to multitask

Should be able to work on weekends and night shifts

Minimum of 3 years experience, preferably in a 4 or 5 star hotel

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