

**Positions Vacant Posting Form**

<b>Position Title</b>	<b>Food &amp; Beverage Manager</b>
<b>Location</b>	<b>Brisbane QLD</b>
<b>FT/PT/Casual</b>	<b>Full time</b>
<b>Summary of Position</b>	An opportunity exists for an experienced Food & Beverage Manager to join our team at Park Regis North Quay, Queensland. This is a 94 room hotel property with an onsite restaurant and bar, and conference facilities catering for up to 170 guests.
<b>Required Starting Date</b>	<b>Immediate</b>
<b>Description of Work and Duties</b>	<p>Responsible for overseeing the property’s restaurant, bar and conferencing facilities. This is an autonomous role suitable for an experienced candidate who is proactive and knowledgeable within the field.</p> <p>The candidate will be accountable for delivering KPIs on departmental budgets and prepare reporting as required.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> <li>➤ Take responsibility for the business performance of the restaurant, bar, and conference centre</li> <li>➤ Develop and implement business plans</li> <li>➤ Analyse and develop sales and marketing activities and special promotions together with the sales department and the property General Manager, for the restaurant/bar/conferencing</li> <li>➤ Assist in preparing budgets and forecasts</li> <li>➤ Prepare all reports relating to the F&amp;B division</li> <li>➤ Assist in planning and costing menus</li> <li>➤ Prepare forecasts and rosters for all outlets</li> <li>➤ Carry out and analyse monthly stock takes and report outcome</li> <li>➤ Ensure authorised invoices are processed in a timely manner</li> <li>➤ Oversee quality and cost of food production, analyse outcome, and select areas for improvement</li> <li>➤ Eliminate or minimise risks as they arise, follow up hazards and report and deal with incidents</li> </ul>

<b>Selection Criteria</b>	Essential (minimum requirements) <ol style="list-style-type: none"><li>1. Previous experience within a similar role incorporating restaurant, bar and conferencing facilities</li><li>2. Working knowledge of Occupational Health &amp; Safety principles</li></ol>
<b>Closing Date</b>	<b>26 September 2010</b>
<b>Notes</b>	<ol style="list-style-type: none"><li><b>1. The selection criteria must be addressed in the letter of application</b></li><li><b>2. Only applicants with the right to work in Australia need apply</b></li><li><b>3. If you have any queries with this role, please call Kellie Isbester on 07 3013 7200</b></li></ol>