



## FOOD & BEVERAGE CONTROLLER

### ***PRIMARY JOB PURPOSE***

This role is responsible for managing the Woodmead Stores and the staff in it. Manages the procurement process and issuing of stock. Manages the administration within stores and ensure all Club procedures are adhered to.

### ***KEY RESPONSIBILITIES***

- Compiling and implementing all stock and stores control procedures for food, beverage, household materials, and stationery.
- Managing the administration process within Food and Beverage Administration through to month end finalization.
- Ensure that all Food and Beverage Administration staff adheres to the procedures and meet the deadlines as determined by the Administration Department.
- Ensuring that stock volumes are controlled and within the stock holding days as prescribed by Management.
- Ensuring that all food, beverage, household materials and stationery orders are approved before the stock is ordered.
- Ensuring that there is uniformity across all inventory areas and inventory codes within Jonas.
- Compile monthly stock count rosters and management of stock counts.
- Check all food and beverage valuation/variance reports and in conjunction with Food and Beverage Management investigate variances.
- Investigate food and beverage COS overs against budget and put forward suggestions to Food and Beverage Management to improve COS.
- Working closely with Food and Beverage Managers in identifying problem areas regarding stock in the outlets and assisting with procedures/controls.
- Ensuring that a daily/weekly food cost report is generated and submitted as determined by management.
- Ensuring that all inventory areas are finalized and closed off at month end and within the prescribed deadline.
- Compiling and posting inventory journals in the general ledger.
- Compile and finalize the stock reconciliation.

- Compiling a monthly Food and Beverage report consisting of individual P&L's for each outlet and setting up a monthly Food and Beverage Finance review meeting.
- Complete reconciliations related to the Food and Beverage operation as determined by the Administration Department.
- Assist with annual food and beverage budget.
- Compile the necessary reconciliations and reports related to inventory for the year end audit.
- Completing various audits related to food and beverage and the inventory areas as required by management from time to time.
- Implement and administer the Stores Procurement function within Food and Beverage as determined by the 'CCJ Product (Stores) Procurement Policy'.
- Ensure that the Procurement Policy is being adhered to within the Food and Beverage departments and bring to management's attention any deviation from the Procurement Policy.
- Ensuring that stock at Auckland Park is being ordered from the authorised supplier list and at the agreed upon cost price.
- Ensure that price discrepancies are resolved timeously within Food and Beverage Administration.
- Input selling price increases and menu changes within Jonas as determined and authorised by management and set up the POS panel within the food and beverage outlets.
- Work together with Food and Beverage management on suggested selling price increases.
- Management and overseeing of all Food and Beverage Administration staff at Auckland Park.
- Ensure that monthly overtime schedules for F&B admin staff are compiled, approved and submitted to Administration Department.

## ***PERSONAL ATTRIBUTES & SKILLS***

- Strong communication skills (written and verbal).
- Ability to cope under pressure.
- Ability to pay attention to detail.
- Adherence to procedures.
- Ability to make quick decisions.
- Honest and reliable individual.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Minimum 5 years' experience in a F&B Controller position.
- Microsoft Office and Jonas.

## ***QUALIFICATION***

- Diploma/Degree F&B Management/Hospitality.

## ***PROPERTY***

- Woodmead.

**APPLY NOW!**

## ***APPLICATION PROCESS:***

**Interested applicants must complete the application form and submit it along with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than 14<sup>th</sup> July 2025.**