



## RESTAURANT SUPERVISOR

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

To supervise the daily operation of the Auckland Park Restaurant outlets. Maintaining the set standards of food and beverage service at all times. Supports and manages the restaurant staff, to ensure service to members and guest is excellent.

### ***KEY RESPONSIBILITIES***

- Oversee daily restaurant operations in conjunction with the Restaurant Manager.
- Ensure staff are rostered, allocated to stations, properly dressed, and equipped with necessary tools.
- Prepare and display daily waiter station assignments.
- Maintain all equipment, furniture, and fittings in working order; take corrective action when needed.
- Conduct daily staff briefings to review specials, shortages, and operational updates.
- Welcome members and guests warmly, assist with seating, and ensure attentive, discreet service.
- Monitor food quality and presentation in collaboration with chefs.
- Promote upselling of food and beverage items when appropriate.
- Handle guest complaints promptly, escalating to management when necessary.
- Verify daily bar stock takes and report discrepancies.
- Assist with stock takes, inventory, equipment, and internal beverage stock orders.
- Manage operating equipment levels, ensuring proper handling and storage.
- Support staff rostering to align with business needs.
- Foster effective communication between front and back of house.
- Encourage teamwork, productivity, and a positive work environment.
- Provide consistent on-the-job training to improve service standards.

- Monitor staff performance and report challenges to management.
- Ensure compliance with Health and Safety requirements.
- Report maintenance and IT issues to relevant managers.
- Be flexible to work in any Food and Beverage area as required.
- Attend meetings and training sessions as scheduled.
- Uphold legal responsibilities regarding responsible service of alcohol.
- Manage restaurant ambiance (lighting, music, television) in line with Club standards.

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

- Strong communication skills (written and verbal).
- Ability to establish and maintain excellent relationships with members, guests, and staff.
- Ability to demonstrate the highest level of professionalism, work ethic and positive attitude to all members, guest, and staff.
- Ability to cope under pressure.
- Ability to pay attention to detail.
- Ability to make quick decisions.

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

- Minimum 2 – 5 years' working experience as supervisor.
- Supervisory experience (an advantage).
- Experience working on Jonas.
- Computer literate (MS Word, Excel, Outlook)

## ***QUALIFICATION***

- Minimum Matric/ Grade 12 Certificate
- Tertiary Qualification (Preferred)

## ***PROPERTY***

- Auckland Park

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested applicants must complete the application form and submit it along with their CVs to [careers@ccj.co.za](mailto:careers@ccj.co.za) no later than **15<sup>th</sup> May 2026**.