



## ASSISTANT FOOD & BEVERAGE MANAGER

### **PRIMARY JOB PURPOSE**

This role supports the Food and Beverage Manager by managing the restaurant outlets and functions. Managing staff performance and service levels in all department areas. Ensure efficient and effective staffing of the department.

### **KEY RESPONSIBILITIES**

- Assumes responsibility as “Duty Manager” for the Club whilst on duty.
- Manages all food cost, beverage cost and operating equipment, then investigates variances.
- Implement staff development and training initiatives to improve service levels and staff morale.
- Visible and attentive to members and guests by conducting walkabouts, assessing service levels and checking staff performance.
- Holds regular meetings with various managers and supervisors to resolve department challenges and maintain or improve service levels to members and guests.
- Conducts staff performance appraisals as and when required.
- Implements corrective action for staff in consultation with management.
- Manages proper accounting records and reconciles point-of-sale systems and member revenues.
- Prepares payroll submissions for sign-off by the Food and Beverage Manager or Club Manager.
- Addresses member and guest complaints whilst on duty, then advises the Food & Beverage and Club Managers about appropriate corrective actions taken.
- Carries out all objectives, duties, and tasks as per the job description and as assigned by management.

### **PERSONAL ATTRIBUTES & SKILLS**

- Independent thinker with strong leadership and mentoring abilities.
- Strong communication skills (written and verbal).
- Driven, with interpersonal skills and the ability to build relationships.
- Responsible and trustworthy.
- Computer literate in Microsoft Office, Jonas, and Jarrison.
- Budgeting and forecasting skills will be an advantage.
- Available to work shifts and flexible hours.

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

- Previous experience in Club environment (an advantage).
- 4 years' experience in a similar role.
- 4 years' Managerial experience

## ***QUALIFICATION***

- Minimum Matric/ Grade 12 Certificate
- Tertiary qualification in Hospitality Management and Food and Beverage environment. (preferred)

## ***PROPERTY***

- Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested applicants must submit their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than **23 April 2026**.