



## **Bovey Castle Vacancy. Restaurant Manager.**

A Fantastic opportunity has arisen to work at Bovey Castle Luxury Hotel as we look for a Restaurant Manager to manage and lead our Edwardian restaurant. Set in majestic surroundings including a championship Golf course Bovey Castle offers the chance to work with an exceptional team and develop a 5 star career.

Reporting to the Food and Beverage Manager, you will be responsible for leading and developing the Edwardian team to offer exceptional standards and service to our customers and fellow employees. You will be accountable for the management of our Edwardian Restaurant and the Edwardian Team

The ideal candidate will have recent experience as a Restaurant Manager or Food and Beverage Manager in a 4\* or 5\* Hotel environment and be passionate about delivering 5\* service. Essentially you must be a fantastic coach (as training is high on our agenda), organised / a great organiser of others and a great leader who is passionate about getting the whole team on board with the ethos of "great people, great place to work and great results". You will also have a good all round background to include people management, training, sales, standards, budgeting, financial and administration skills.

In return you will receive a salary between £19k and £23k depending on experience as well as other fantastic benefits including shared service charge, gratuities, free use of facilities including Championship Golf course, meals whilst on duty and huge discounted rates for friends and family.

To apply for this position please email your CV and a covering letter to [careers@boveycastle.com](mailto:careers@boveycastle.com).



## **JOB DESCRIPTION.**

Job Title: Restaurant Manager  
Hotel: Bovey Castle  
Department: Food and Beverage  
Responsible to: Food and Beverage Manager

Scope and Purpose: To manage the Edwardian Restaurant; training, incentivising and empowering staff, maximising revenues and profits to agreed budgetary limits

## **KEY RESPONSIBILITIES**

1. To develop and train, on an on-going basis, all the staff working within the Edwardian Restaurant. Ensuring that each employee is fully trained including company induction, food safety, fire safety, food and beverage SOP / 12 week training plan and daily, weekly and monthly training.
2. To ensure that all Edwardian employees are correctly and smartly dressed at all times, that they offer professional and courteous service to their customers.
3. To ensure that consumable and non-consumable goods are ordered, correctly stored and issued in accordance with our procedures.
4. To ensure maximum security in all areas under your control and that staff are fully aware of the importance of key security.
5. To attend timely to customer complaints.
6. To ensure that regular stock takes are conducted.
7. In liaison with the rest of F and B management team, to ensure that Food Gross Profit is achieved in line with budget.
8. To carry out systematic checks of all Food and Beverage areas for maintenance requirements, repairs or refurbishing, ensuring that these are actioned without delay.
9. To hold at least 2 performance appraisals per year with all members of staff, identifying areas of strong performance, development and training needs.
10. To carry out or ensure that daily On-the-Job or development training is taking place to agreed standards.



11. To hold regular communication meetings with members of your department.
12. To ensure that staffing levels are correct and these are not exceeded without the permission of Hotel Manager.
13. To act as Duty Manager when required.
14. To attend Management Meetings as required.
15. To ensure accurate and timely submission of all reports and administrative work.
16. To prepare and submit on the required format annual budgetary information and updates as required.
17. To monitor trends within the industry and make suggestions how these could be implemented.
18. To manage the holiday process for the Edwardian department ensuring that these are spread out across the financial year and that all holidays are taken without disruption to the customer.
19. Ensure that the Edwardian is a 5\* place to work measured by bi-annual employee survey and employee turnover.
20. To ensure that company and statutory hygiene/ legal standards are maintained in all areas.
21. To ensure that profit margins are maintained, agreed costs are not exceeded through effective control systems, including issuing against dockets, sales analysis, menu costing and cash checks.
22. To ensure that restaurants, bars and cloakrooms are clean and well maintained, that table appointments, including flower arrangements are impeccable
23. To ensure that room service orders are executed promptly and that they comply with the required standards
24. To ensure the prompt and efficient service of all meals, snacks, functions and beverages to the required standards.
25. To take responsibility for own personal development by attending training sessions and meetings when required and to operate in line with the training or information received.



26. To achieve action points arising out of appraisal and job chats with Food and Beverage Manager