

Assistant Food and Beverages Manager

Description

To assist the immediate manager in planning and ensuring continuous and excellent flow of services and carrying out activities to increase sales.

Good command of legislation, laws and procedures related to the job and other departmental processes. Required to follow up changes, identify their impact on the department, and suggest suitable solutions. Expected to manage an important unit on a facility basis.

Responsibilities

- Senior manager in the Food and Beverage Department. Responsible for all operations related to the F&B Department.
- Control the food and beverage operations and ensure that the operations are conducted in the best manner according to the principles determined
- Monitor the food and beverage operations in line with the procedures determined by the hotel management, set targets and communicate and ensure adoption of these targets. Communicate the Food and Beverage Manager's decisions to subordinate employees and ensure implementation of these decisions in the best manner.
- Manage all business and functions of the F&B Department.
- Manage operations to ensure the highest quality delivery of food and beverage products and service.
- Control and analyse the below points:
 - Sales and costs
 - Display quality and service standards of F&B products
 - Ensure proper use, protection and maintenance of departmental utensils and equipment
 - Conduct activities to increase customer satisfaction and, enhance service quality.
 - Consolidate business relationships between employees in the department.
- Manage pre-interviews, recruitment, performance upgrades, leadership, disciplinary action and business follow-up.
- Responsible for preparing training programmes for the F&B Department and the trainings of employees in his/her department.
- Organise meetings to obtain data and achieve results.
- Make plans with department managers to deliver successful organisations within the hotel.
- Assist the Food and Beverage Manager in updating the below areas related to food and beverages according to the hotel's policies and procedure:
 - Finance, standards, employees and trainings, outlets and recreation/entertainment
 - Conduct promotional activities to increase sales and conduct meetings for banquet organisations
 - Ensure protection, maintenance and replacement of materials and utensils.
 - Research opportunities for professional self-development.
- Monitor and prepare reports on the work schedules and performance

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Reporting to

Food and Beverage Manager

Job Location

Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

Date posted

November 4, 2025

assessments of subordinate supervisor and employees.

- Implements and monitors employee-related decisions made during the management meetings.
- Make effort and ensure others make effort to make the facility's image understood, remembered and enhanced through top-notch services both inside and outside of the facility.
- Responsible for supervisors and employees at all levels in the department.
- Maintain good relationship with service or product suppliers.
- Find solutions to employee issues and problems, continuously create an atmosphere of working in unity and collaboration and inspire the spirit of teamwork.
- Take part in the Food Safety Team and attend MR meetings.
- Carry out all responsibilities related to the quality management systems implemented at the facilities.
- Carry out all other duties assigned by managers and hotel management not specified in the job description.