



POSITION DESCRIPTION

Position Title: Food & Beverage Supervisor
Location: Darwin, Northern Territory
Reports to: Duty Manager

This position is responsible for: The position of Food & Beverage Supervisor is responsible for providing consistent and high quality of customer, food and beverage services to all Silks Darwin customers/members.

Specific Responsibilities

- Ensure excellent and professional client services at all times.
- Providing operational assistance to Food and Beverage team as required.
- Monitoring the pass and liaising with back of house during service times.
- Coordination of table bookings, function and/or events.
- Supervision and coordination of venue function and events.
- Mobilise/Demobilise function and event set up requirements, in consultation with Sales and Marketing team.
- Waiting tables, taking customers' orders, providing timely and accurate information/messages from Kitchen staff to customers.
- Supervision and coaching of your of Food and Beverage team to uphold service and quality standards.
- Communicate and provide direction to team members, food and beverage staff and other areas of operation when required.
- Ensure high cleanliness of dining area during service and assist with closure of restaurant in accordance with internal procedures.
- Adhere to Responsible Service of Alcohol legislation.
- Ability to work in a team-based environment.
- Able to work a flexible roster including evening, weekend and public holiday work where necessary.
- Work in accordance with all Silks Darwin guidelines, policies and procedures.
- Other duties as required and directed by the Duty Manager.

Essential Qualifications & Experience

- Nationally recognised Certification in Hospitality.
- Responsible Service of Alcohol (RSA).
- Experience in working at large events & functions.



- Previous wait staff experience
- Food Safety Supervisor certificate
- Experience with a range of service including a la carte, fine dining and degustation

KPI

- Ensure cleanliness of Dining area and areas of service at all times.
- Ensure the practice of responsible service of alcohol is adhered to at all times.
- Ensure any non-compliance, injuries or incidents are reported to the Duty Manager immediately.
- Work efficiently and effectively in a team environment.