



LA VALENCIA HOTEL
ASSISTANT F&B MANAGER

JOB SUMMARY: Ideal candidate is highly motivated and effective at working in a fast-paced team environment. We are looking for customer focused employees who share our passion for hospitality and creating exceptional and memorable experiences.

The Assistant Food & Beverage manager will support the management team of the Food & Beverage department. This position oversees the different functions of the F&B outlets including restaurant, room service and bar at different times within the hotel. This position is an integral role for the food and beverage operation and requires a detail oriented, organized, and efficient leader. Safety-minded, high-quality standards for production and service. Strong verbal communications skills, courteous, friendly, and professional manner, and good team player. Able to effectively manage staff.

Our Food & Beverage are friendly, warm, professional, engaging and enjoy working in a luxury environment. Other areas of responsibility will include, but not limited to, floor management – responsible for “running the floor” during service. This includes guiding and coaching the staff, solving guest inquiries or matters, and ensuring that we are providing excellent service.

Available to work as needed, days, evenings, weekends, and holidays.

ESSENTIAL DUTIES:

- Floor management, guest satisfaction and follow up, reservation plotting, organizing stockrooms, scheduling staff, and various other tasks.
- Staying up to date on our food and beverage offerings, as well as local and national trends.
- Interacting with guests within our establishment as well as before and after their visit, this can include responding to online comments and/or social media.
- All other tasks deemed necessary by management.
- Assist in proper training and direction of departmental assistance in compliance with company standards of quality, sanitation, and other.
- Assess guest inquiries to provide best quality experience.
- Oversee daily activities with department director, leaders, from all the outlets.
- All other tasks deemed necessary by management.
 - To understand and respond to all guest needs and requests in a timely and professional manner.
 - To assist, as directed, to train, support, and discipline outlets team, to maintain highest possible levels of employee morale and department productivity.
 - To follow all specified procedures to ensure satisfactory performance of daily responsibilities.
 - To monitor storage areas, ensure cleanliness and organization of the back of the house.
 - To ensure proper sanitation standards are being met throughout the hotel in compliance with local Health codes.
 - To assist as needed in any day-to-day administrative duties such as scheduling, printing of menus.
 - To assist in developing and maintaining elevated service standards.
 - To promote and comply with all policies and procedures of La Valencia Hotel
 - To immediately report all suspicious occurrences and hazardous conditions.
 - To maintain the cleanliness, order, and safety of work areas, at all times.
 - To practice safe work habits, to avoid injury to self and others.
 - To perform other tasks, including cross-training, as directed



JOB TYPE: Full Time

PAY RATE: \$23.00

This position may be eligible for additional compensation according to the Company's policies, as they may be amended from time to time.

BENEFITS: 401(k), Health Insurance, Dental Insurance, Vision Insurance, Employee Discount, Paid Time Off, Referral program.

EXPERIENCE AND QUALIFICATIONS:

- High school diploma or equivalent preferred.
- English fluency required.
- Must have a minimum of two or more years of experience in a management or supervisory level position in Food & Beverage, hospitality preferred.
- Must have banquet experience. Solid understanding of food & beverage operations.
- Familiar with local Department of Health regulations, and relevant current laws governing handling hazardous substances.
- Must be able to obtain a valid Food Handlers Card and Responsible Beverage Server Certificate.

SKILLS AND APTITUDES:

- Detail oriented. Organized and efficient.
- Ability to prioritize tasks effectively. High quality standards for production and customer service. Maintain a professional and courteous environment.
- Ability to effectively manage and problem solve situations.
- Strong computer skills, including Microsoft Office products, i.e., Outlook, Word, Excel, as well as proficiency in POS systems.

WORK LOCATION: In person

The above statements are intended to be a general description. The omission of a specific duty does not exclude it from the position if work is similar, related or logically assigned. Moreover, the description is subject to change as the needs of the employer or position change.

Pacifica is an Equal Employment Opportunity Employer committed to hiring a diverse workforce and maintaining an inclusive culture. All qualified applicants will receive consideration for employment, without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, medical condition, and any other status protected by state or federal law. As an Equal Employment Opportunity Employer, we comply with the Americans with Disabilities Act (ADA) to make reasonable accommodation to qualified individuals. Qualified individuals are encouraged to discuss potential accommodation with the employer.