



FOOD & BEVERAGE MANAGER

ABOUT US: La Valencia Hotel has been an unforgettable destination since 1926 and a getaway for Hollywood elite in the Golden Era. Perched above the La Jolla Cove cliffs along the sparkling Pacific Ocean, La Valencia offers something for everyone. Intimate and charming, dramatic and unforgettable. La Valencia has been a destination and a place to remember for those near and far for generations. With expansive ocean views, our hotel and restaurants are perfectly situated to provide not only exceptional experiences but also a view to inspire.

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. Food & Beverage Manager will support the Director and management team of the Food & Beverage department. This position oversees the different functions of the F&B outlets including banquets, restaurant, room service and bar at different times within the hotel. Our F&B leaders 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.

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.
- Managing payroll process for department
- Facilitate employee engagement, training and development
- 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.

EXPERIENCE AND QUALIFICATIONS: High school diploma or equivalent preferred. English fluency required. Must have a minimum of three 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 have 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 expected salary range for this position is \$60,000 to \$70,000 per year. This position may be eligible for additional compensation according to the Company's policies, as they may be amended from time to time.

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 accommodations with the employer.