

FOOD & BEVERAGE CONTROLLER

JOB DESCRIPTION



KEY ACCOUNTABILITIES

- Food and beverage stock control in all bars and stores.
- Computer operations control in points of sales systems.
- Analysis of consumption data.

REPORTS TO

- Hotel Director, F&B Manger

SUBORDINATE PERSONNEL

- None

AREAS OF RESPONSIBILITY

- In conjunction with the Provision Master, provides analysis of F&B stores consumption to handle the ordering of Food and Beverage as exact as possible.
- Input in the computer all bar stock received.
- Maintain the food inventory updated on a daily in cooperation with the Provision Master.
- Carry out spot-checks on the hotel stores rotating stock-takes.
- Carry out checks on storing operations on the pier.
- Input in the computer all the requisitions.
- Control and ensure that not a single item leaves the stores without requisition.
- Accounts for any stock transfer between onboard locations.
- Inputs physical bar stock counts into the computer system and analyze results highlighting the discrepancies for additional counts or reviews.
- Hold minimum each second day a spot check on physical inventories held in the bars, food and beverage stores, galleys and cellars.
- Monitors – controls tips and bonuses to bar staff.
- Performs any other duty as requested by his/her superiors.
- Compiles a physical inventory routine for each food & beverage locations. Verifies level of inventory at least once a cruise or more are required, daily in the Crew Bar and any other bar with high variances.
- Prepares a voyage report in the end of each cruise to be signed by the F&B Manager and send to the shore side office.
- Day to day supervision and management of the responsibilities detailed above.

- Spreading random audits and reconciliation's over the voyage and moving forward with new computer installations and controls procedures, whilst tackling systems and financial control problems, as these occur.
- Run end of the day on all bar point of sales workstations; distribute daily sales analysis reports as required.
- Feed figures into spreadsheets format to carry out the control functions described above.
- Review "undefined" accounts.
- Tackle computer problems as these arise.

APPEARANCE/PERSONAL HYGIENE

- The appearance of the entire personnel on board the ship reflects the reputation and image of the company; therefore a great deal of emphasis is placed on a professional appearance. The Company expects you to maintain the highest standard of personal appearance.
- Have a clean neat personal appearance.
- Special attention to grooming, hygiene care and clean and proper uniforms and shoes.
- Hair must be well groomed, neat and not extend over the shirt collar and always be kept clean.
- A moustache is acceptable if kept neatly trimmed.
- Big earrings and big necklaces are not to be worn on duty and more than one moderate size ring is not acceptable.
- Smoking is not permitted while on duty.