



COOMBE ABBEY
your special place in history

Job description

Job Title: Assistant Breakfast Supervisor

Department: Restaurant

Responsible to: Breakfast Supervisor

Working Hours: To Business Requirement

Overall Job Purpose:

Responsibilities:

- To assist with the smooth running of the breakfast function.
- To seat and greet guests in a friendly and polite manner.
- To assist the serving of food to customers in a polite and efficient manner.
- Preparation and lay-up of the restaurant and surrounding working areas.
- Assist with the recruitment of breakfast staff.
- Ensure training is given when required, and is on going.
- Ensure that any 'chance' breakfast or lounge service items are billed and paid for.
- Oversee the work of the breakfast staff.
- Assessment of staff is required.
- To assist the completion of breakfast rotas and time sheets.
- To take necessary steps to safeguard company assets.
- To ensure that locks and keys are secure according to the laid down procedures.

Planning and Organisation

- To assist with the recruiting, selection. Induct and systematically train all staff within the department in conjunction with management.
- Staff rotas to be prepared to meet the business demands and any holiday/lieu time requests from the department
- Time sheets to be collated and presented in a timely manner weekly

- Holiday time for each member of staff is taken before the end of March of each year and this holiday time to be spread out over the course of 1 year
- Only 1 supervisor/manager off for holiday at any given time
- When possible to be aware of the need to send staff off duty to reduce staff costs

Staff Development

- To assist with a 6 monthly training plan to be prepared and executed to maintain operational standards for all Breakfast staff.
- To lead and motivate your team allowing for an environment of good communication and working practices
- Meeting to be held once every 3 months for all staff to update on positive/negative issues with a view to link the team together
- To make sure all new staff have been correctly trained to a suitable standard

Personal

- All personnel to abide by the standard of uniform presentation and dress code stipulated by the company
- To ensure the working environment is hazard free and that working practises are in line with health and safety policy

Occasional duties

- To report compliments/complaints to the D.M and pass on praise to whom it may concern.
- Where possible to think of ways in which to improve the quality or service.