



## Position Vacancy Announcement

**Date: 10<sup>th</sup> September, 2023**

Employer name: APC HOTEL AND CONFERENCE CENTRE  
Job Role: **Food and Beverage Supervisor (1)**  
Eligible: **Internal and External employees**  
Organization Type: Hospitality Industry  
Application deadline: **25<sup>th</sup> September, 2023**

### **Job summary**

Food and Beverages Supervisor is responsible for supporting the Head of Food and Beverages in overseeing the daily operations of food and beverages. This role involves assisting in staff supervision, ensuring high-quality service, and maintaining efficient workflow. The Food and Beverages Supervisor plays a pivotal role in enhancing the guest dining experience and contributing to the department's success.

### **Minimum Entry Qualifications**

Holder of Diploma/Certificate in Food and Beverage, Hotel Management, Hospitality Management or any other related field from a recognized institution with at least 5 years' experience in related field.

### **Attributes**

- i. Strong leadership skills
- ii. Communication and Interpersonal skills
- iii. Computer literacy
- iv. Trustworthy
- v. Teamwork
- vi. Ability to work under pressure

### **Duties and Responsibilities**

- i. Supervisory Support: Assist the Head of Food and Beverages in supervising and leading a team of waiters/waitress, bartenders, and support staff. Help with scheduling, task assignments, and performance management of the team.
- ii. Guest Service: Collaborate with staff to ensure a welcoming and attentive guest experience by maintaining high service standards, responding to guest inquiries, and addressing concerns promptly. Monitor service quality and step in when necessary to enhance guest satisfaction.

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- iii. Dining Area Coordination: Support the Head of Food and Beverages in managing the setup, cleanliness, and organization of dining areas, ensuring they are well-maintained and appropriately decorated. Coordinate with kitchen and bar staff to ensure smooth food and beverage service.
- iv. Order Accuracy: Assist in verifying the accuracy of food and beverage orders, ensuring they match guest requests and dietary restrictions. Handle any order discrepancies or special requests.
- v. Inventory Management: Assist in monitoring and managing inventory levels of food, beverages, and supplies. Participate in ordering and stock management to prevent shortages and minimize waste.
- vi. Health and Safety Compliance: Help ensure that food and beverage operations adhere to health and safety regulations, alcohol licensing laws, and sanitation standards. Participate in regular inspections to maintain compliance.
- vii. Reporting and Documentation: Support the maintenance of accurate records of daily operations, including sales, inventory, and staffing. Assist in generating reports on performance metrics and provide input for improvement and
- viii. Any other duties assigned by immediate supervisor

### How to Apply:

- Please send your **cover letter, CV, Birth Certificate, Copy of National ID/NIDA Number** and other certificates through email: [hr@apchotelandconferencecentre.co.tz](mailto:hr@apchotelandconferencecentre.co.tz)
- For more details regarding the post please visit our *website* ([www.apchotelandconferencecentre.co.tz](http://www.apchotelandconferencecentre.co.tz))
- Certificates from foreign examinations bodies for ordinary and Advanced level educations should be verified by The National Examinations Council of Tanzania (NECTA)
- Professional Certificates from foreign universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE)
- Presentation for forged certificates and other information's will necessitate to legal actions and disqualifications
- Deadline of the application is on **25<sup>th</sup> September, 2023**
- Due to the large number of inquiries, we receive, only candidates who have met the required experience & qualifications for this position will be contacted
- We may wish to retain your CV in our database for other/future opportunities, unless you direct us otherwise. Thank you very much for your interest.

***We are proud to be an Equal Employment Opportunity Employer.  
We value and seek diversity in our workforce.***