



## Position vacant

# Food & Beverage Manager

(Initial 6-month fixed term contract)

The Law Society of New South Wales is looking to employ a Food & Beverage Manager, initially on a six-month fixed term, full-time basis. If any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 16 February 2021.

### Responsibilities

As Food & Beverage Manager you will be leading a team in planning, organising and developing the food and beverage services for the Law Society of New South Wales while meeting customer expectations, food and hygiene standards, and financial targets. This includes the Law Society's restaurant and corporate functions/event catering operations.

### Accountabilities

- Manage all food and beverage requirements for The Law Society including the restaurant, meetings, functions, events
- Effective stakeholder and client management, effective resourcing and planning, and working within budget parameters.
- Maintain the highest standards of Food Hygiene and ensure the Kitchen and Service areas meet Health Department, Liquor Licensing, and Work Health and Safety regulations and standards.
- Manage pricing and costings of menus, meetings, functions and events in line with budget objectives.
- Develop and implement strategic plans for the department, ensuring an ongoing effort and commitment to improve products, services and processes, and strategies to develop future and repeat business.
- Manage the catering budget, financial targets and forecasts and reporting.
- Ensure accurate and appropriate record keeping of all catering department documents and material.
- Ensure the catering department monitors the quality of the product and services provided, maintains excellent supplier and client relationships, and that an accurate and periodic system of stock take and control is in place.
- Manage all aspects of performance and conduct for catering team and ensure performance of staff meets the achievement of budgets and other standards and procedures
- Plan and organise staff shifts and rosters, manage recruitment and ensure training and development needs are met.
- Identify opportunities for upselling and promoting the restaurant and catering offerings in conjunction with the Marketing Department.
- Social Media management for the restaurant including Instagram and Facebook.



## Requirements

The successful applicant will require a strong Restaurant and Catering background, with strong commercial acumen.

- Experience in managing all aspects of the operation of an a la carte restaurant and / or corporate catering function.
- Excellent knowledge of menu design and food costs.
- Experience in demonstrating assertive, professional and positive approach in developing and leading a team in a busy working environment.
- Responsible service of alcohol qualification and ability to be appointed as an approved manager of a NSW Liquor Licence.
- Completion of a Certificate III in Commercial Cookery or an equivalent combination of relevant experience and/or education/training desirable.

## Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications should include a cover letter and resume.