



Windsor Yacht Club

Windsor Yacht Club

Position: Restaurant Supervisor

Accountable to: Food & Beverage Manager

Supervision Given: Minimal

Skills Required

- Advanced mixology, liquor, wine, and beer service standards
- Minimum 5 years experience in supervisory restaurant role
- Service Skills – American and Silver standards
- Understanding of ordering, receiving, stocking and inventory procedures
- High level communications, organization, diplomacy and delegation skills
- Current Smart Serve Certification up to date

Job Summary

A Restaurant Supervisor is extremely skilled in hospitality. Supervises and coordinate activities of service staff, bartenders, floor plans, equipment, supplies, cleanliness and general order of the restaurant. Extensive beverage alcohol and culinary knowledge is assumed and required. Strong verbal and written communication skills are essential to success in this position, as well as team management and fiscal administration.

Job Duties and Responsibilities

- Adhere to Responsible Beverage
- Reports directly to F&B Manager
- Ensure Windsor Yacht Club opens on time and staff are ready for business
- Ensure Windsor Yacht Club closes on time, supervise side duties, staff are punched out, with all areas secure and ready for next shift service
- Delegate support staff throughout shift to maintain effective service and a clean premises
- Supervising seamless service to Member's from arrival until departure
- Ability to take care of Member's needs in a highly professional manner
- Keep all service staff busy at all times
- Liaise on shift with all Chief Stewards, Chef, Sous-Chef and Expo to resolve problems and ensure excellent service
- Pre-empt and actively respond to problems that arise and keep management up to date
- Understands concepts like being anticipatory, friendly not familiar, privacy and confidentiality, invisible and available
- Knowledge of restaurant features, promotions, and activities
- Monitor sales volume, maintain labour percentages with direction from Food & Beverage Manager
- Assist with staffing schedules, staffing issues
- Maintain high standards of hygiene, health and safety
- Assist with financial and inventory management
- Attend all staff meetings