

The Four Seasons Hotel Westlake Village – FT Assistant Manager positions (3)

Here's some of the primary duties of an Assistant Manager's position in our restaurants. The primary role of any assistant manager is to inspire their team - to help them through a mythology of being a servant leader - and to help them problem-solve so they can better serve the customer. This Assistant Food & Beverage Manager position is a great in-road to leadership with Four Seasons Hotels & Resorts and is a great launching platform to a career in Hospitality.

Assistant Food & Beverage Manager

- Select, train, evaluate, lead, motivate, coach, and discipline all employees in the Hotel's All-Day Dining Restaurant to ensure that established cultural and core standards are met; daily activities and planning for outlet operation. (20%)
- The ability to be visible in the operation, provide recognition, promote good public relations, and handle complaints, concerns or special requests for guests, clients, and group contacts. (15%)
- Describe and ensure quality of all food items, ingredients, and preparation methods, as well as provide expert knowledge of wine and spirits in an elegantly appointed environment dedicated to an attentive and distinctive experience for breakfast, lunch, or dinner. (15%)
- Control labor and operating expenses through effective scheduling, budgeting, purchasing decisions, and inventory and cash control. (10%)
- Attend regular operational meetings to ensure effective coordination and cooperation between departments. (10%)
- Observe physical condition of facilities and equipment in the outlet and make recommendations for corrections and improvements as needed. (10%)
- Comply with Four Seasons' Category One and Category Two Work Rules and Standards of Conduct as set forth in EmPact. (10%)
- Work harmoniously and professionally with co-workers and supervisors. (10%)

Interested candidates should reach out to **Stuart Burdette**, Director of Marketing (JMU alum) at stuart.burdette@fourseasons.com

Stuart Burdette

Director of Marketing
Four Seasons Hotel Westlake Village
Two Dole Drive, Westlake Village, CA 91362, USA
voice: (818) 575-3009
cell: (818) 585-6753
email: stuart.burdette@fourseasons.com
web: <http://www.fourseasons.com/westlakevillage/>