

## VACANCY

We have an immediate vacancy for a **Food and Beverage Controller** to join our fast paced Rookery Team. This role is primarily responsible for all Rookery back office coordination.

### Role/ Responsibilities

- Responsible for the general administration and coordination of The Rookery for Restaurant and kitchen
- Working closely with Head Chef and Restaurant Manager
- Working with Quantum Hospitality, Procure Wizard, Res Diary and Sage
- Flash reporting from Quantum Hospitality and Procure Wizard
- Equipment inventory, reports, recipes, Menu changes
- Programming tills, cash ups
- Monitoring and ordering stock, stock taking and waste management
- Reconciling and processing invoices
- Time and attendance recording
- Processing annual leave requests
- Gift voucher processing
- Monitoring of Res Diary & replying to feedback
- Dealing with future guests, enquiries, bookings and run sheets
- Ordering staff uniforms
- Managing the Laundry contract

### Essential Skills and Behaviours

- Experience in a similar role
- A team player who has experience of the operational side of a food and beverage business
- To be open to working 5 days out of 7 to help with the operational side of the business if required.

### Desirable Skills

- Current use of Quantum Hospitality, Procure Wizard, Res Diary and Sage is desirable.
- Training will be provided.

If you are a highly motivated individual who would like to join a great team then please send your cv to [Recruitment@carnoustiegolflinks.co.uk](mailto:Recruitment@carnoustiegolflinks.co.uk)

Competitive Salary + Season ticket + 31 days holiday + pension

