



RESTAURANT & POOL SUPERVISOR

PRIMARY JOB PURPOSE

- To manage the daily operation of the Racquet's Facility and Restaurant, Pool Kiosk and Pool Pavilion functions and to perform all duties required of a supervisor.
- To oversee the day-to-day running of these outlets in conjunction with the Managers which includes management by walkabout assessing performance and service requirements in all outlets and to always maintain the set standards of food and beverage service.
- To assume the responsibility as Restaurant Manager for the Racquets facility whilst on duty. This includes being visible as much as possible – greeting members and guests, walking around, checking on staff performance; monitoring and dealing with any issue such as IT, security, health & safety, member, guest, and staff behavior and so on.

KEY RESPONSIBILITIES

- Assumes responsibility as “Restaurant Manager” for the Racquets Facility, Pool kiosk and Pool Pavilion whilst on duty, and to be visible as much as possible – greeting members and guests, walking around, checking on staff performance.
- Overall management of outlets such as the Racquets Facility, Pool Pavilion and Banqueting and Pool Kiosk checking staff, set-up, service levels, equipment, food, and bar set up and presentation etc.
- Deal with and report any issues related to member, guest, and staff behaviour, security, health & safety, IT, and emergencies, according to Club policy.
- To ensure that all cash up are performed at the end of shift, storeroom, venues, equipment, and products are secured; lights and other electrical appliances are switched off as per Club Policy; ensure FOH and BOH areas are left tidy, and that staff leave the property as required.
- Submit any reports as required.
- To address member and guest complaints whilst on duty and advises the Food & Beverage and Club Managers about appropriate corrective actions taken.
- To follow and carry out all objectives, duties, and tasks as per the job description.
- To stand in for the Restaurant Manager when required to do so.
- Attends to all meetings invited by the CCJ management.
- Ensures compliance with any deadline requirements.

- Communicates with CCJ management any observations whereby CCJ could encounter loss of financial values or respect.
- Ensures a high-level personal appearance in keeping with the standing of CCJ.
- Be able to work in any F&B area when requested by management.
- Maintain excellent grooming standards at all times.

PERSONAL ATTRIBUTES & SKILLS

- Strong communication skills (written and verbal).
- Ability to establish and maintain excellent relationships with members, guests, and staff.
- Ability to demonstrate highest level of professionalism, work ethic and positive attitude to all members, guest, and staff.
- Ability to cope under pressure.
- Ability to pay attention to detail.
- Ability to make quick decisions.

MINIMUM / PREVIOUS EXPERIENCE

- Minimum 2 – 5 years' working experience as supervisor.
- Supervisory experience (an advantage).
- Experience working on Jonas.
- Computer literate (MS Word, Excel, Outlook)

QUALIFICATION

- Minimum Matric/ Grade 12 Certificate
- Tertiary Qualification (Preferred)

PROPERTY

- Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested employees must submit their CV's to careers@ccj.co.za by no later than **19th March 2024**.