



ASSISTANT FOOD & BEVERAGE MANAGER

PRIMARY JOB PURPOSE

The Assistant Food & Beverage Manager supports the Food and Beverage Manager in overseeing all restaurant outlets and Club functions. The role is responsible for managing staff performance, maintaining service excellence, and ensuring efficient departmental operations through effective staffing, training, and resource management.

KEY RESPONSIBILITIES

- Assumes responsibility as “Duty Manager” for the Club whilst on duty, ensuring smooth day-to-day operations.
- Manage food costs, beverage costs, and operating equipment, investigating and addressing any variances.
- Implement staff development and training initiatives to enhance service quality and boost staff morale.
- Maintain a strong floor presence by conducting regular walkabouts to assess service levels and staff performance.
- Hold regular departmental meetings with managers and supervisors to address challenges and improve operations.
- Conduct staff performance appraisals and implement corrective action where required, in consultation with management.
- Manages proper accounting records and reconciles the point-of-sale systems and member revenues.
- Prepares payroll submissions for sign-off by the Food and Beverage Manager or Club Manager.
- Addresses member and guest complaints whilst on duty, then advises the Food & Beverage and Club Managers about appropriate corrective actions taken.
- Carries out all objectives, duties, and tasks as per the job description and assigned by management.

PERSONAL ATTRIBUTES & SKILLS

- Independent thinker with strong leadership, mentoring, and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Highly responsible, reliable, and trustworthy.
- Proficient in Microsoft Office, Jonas, and Jarrison.
- Sound understanding of budgeting and forecasting (advantageous).
- Willingness to work flexible hours, weekends, and shifts as operationally required.

MINIMUM / PREVIOUS EXPERIENCE

- Previous experience in Club environment (an advantage).
- 4 years' experience in a similar role.
- 4 years' Managerial experience

QUALIFICATION

- Minimum Matric/ Grade 12 Certificate
- Tertiary qualification in Hospitality Management and Food and Beverage environment. (preferred)

PROPERTY

- Auckland Park

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must complete the application form and submit it along with their CV's to careers@ccj.co.za by no later than **11th June 2026.**