

Cost Controller

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Company: Accor

Location: Beşiktaş

Category: other-general

Şirket Tanımı

PURPOSE OF POSITION

To monitor and control all procedures that affect the receipt, issuance, general controls and sales of food and beverage in the hotel and to ensure that all control functions are established and enforced according to the company's policies and procedures.

KEY ROLES & RESPONSIBILITIES

Conduct month-end food and beverage inventories for Stores, & doing spot checks for F&B outlets, Spa & Boutique as per policy.

Ensure that all merchandise are stored properly in locked storage areas and monitor security control of key for such areas

Ensure proper issuance for F&B items from the Store

Establish and maintain a cost allocation transfer system for F&B and accurately post all inter department transfer between the cost centers

Co-ordinate with purchasing team on pricing, purchasing issues, etc.

Create/update recipes (food, beverage, special costing) and link Micros to Material Controls to generate the monthly potential food and beverage cost of sales.

Prepare monthly F&B cost report and month-end reconciliation reports

Prepare monthly Balance Sheet reconciliations.

Conduct regular spot checks on procedures for purchasing, receiving, storing, issuing.

Conduct regular spot checks for beverage par stocks for Stores and Outlets.

Check menu costing for Food & Beverage and verify it with pricing policy.

Ensure store items are checked regularly on expiry and freshness.

Prepare Daily Flash Food Report.

Attend specific banquet function to have better control on stocks.

Reduce Spoilage by monitoring and using better stock movement.

Attend specific banquet function if necessary to spot check stocks.

Monitor all policy & procedure to ensure compliancy.

Highlight any potential challenges or opportunities to improve profitability to management.

Conduct trainings for F&B with the help of local Micros-Fidelio vendor.

Maintain a close working relationship with the Director of F&B, Executive Chef and Purchasing Manager and make them aware of any potential problems or opportunities to improve the controls in their areas as they relate to F&B.

Prepare any reports as requested by management.

To perform any other duties that may be assigned from time to time by management

İş Tanımı

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