

The Bodrum EDITION - Assistant Beach Bar Manager

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Company: Edition Hotels

Location: Bodrum

Category: other-general

POSITION SUMMARY

Inspect grooming and attire of staff, and rectify any deficiencies. Communicate with guests, other employees, and/or departments to ensure guest needs are met. Ensure staff is working together as a team. Monitor dining rooms for seating availability, service, safety, and well being of guests. Complete work orders for maintenance repairs. Complete scheduled inventories of supplies, food, and liquor. Check stock and requisition necessary supplies. Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. Communicate last call at designated closing time. Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees. Develop and maintain positive working relationships with others, and support team to reach common goals. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Ensure adherence to quality expectations and standards. Read and visually verify information in a variety of formats (small print). Visually inspect tools, equipment, or machines to identify defects). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and

place objects weighing less than or equal to pounds without assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move through narrow, confined, or elevated spaces. Move up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

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