



The Tanglin Club was founded in 1865 and is prominent among the established private members' clubs in Singapore. We are now looking for an individual to support the Food & Beverage's Banquet department.

Maître d'

The incumbent will be responsible for the following Banquet Operations:

- Promote, establish and maintain an optimal Member base for the restaurant
- Ensure that excellent food quality and superb service is delivered at all times
- Through effective management and supervision of the team, ensure that Members' dining experience is delivered with prompt, seamless and attentive service
- Supervise and direct all aspects of the service, including catering procedures, organising and setting up of the dining room
- Hands-on management of private dinners and banquets
- Achieve budgeted food sales, beverage sales and labour costs
- Achieve maximum profitability and overall success by controlling costs and quality of service
- Participate and provide input towards F&B Marketing activities
- Control of Banquet china, cutlery, glassware, linen and equipment
- Complete function delivery sheets in an accurate and timely fashion
- Help in preparation of forecast and actual budget function sheets
- Prepare the restaurant income and expenditure annual budget

Qualifications:

- Proficient in English
- Degree or 2 years' Diploma in Hotel Management or equivalent
- Previous experience in similar job role or minimum 2 years' experience as Restaurant / Banquet Manager
- Experience in Hotel management software and Point of Sale software
- Ability to stand on your feet for several hours

If you are looking for a challenging and rewarding career, we invite you to write in-confidence with details of your career history and contact details to:

Fnbrecruit@tanglin-club.org.sg