



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

Assistant Restaurant Manager

Your Job Responsibilities include, but are not limited to:

- Assist the Restaurant Manager with the efficient and cost-effective functioning of restaurant(s).
- Assist the Restaurant Manager to attain and exceed the pre-determined budgeted revenue through the provision of efficient service and up-selling.
- Assist the Restaurant Manager to submit and participate in the daily Food and Beverage briefing and monthly revenue forecasting meeting.
- Assist the Restaurant Manager to manage payroll costs for both full time and casual staff as per budget. Roster staff as per the exigency of the business and seek approval required for all requisitions of casual labour.
- Assist the Restaurant Manager to manage the conduct of team members and make recommendations on promotions, transfers, and improvement measures, etc. to contribute to the success of the department.
- Assist the Restaurant Manager to develop and train employees through daily service briefings where technical service matters will be discussed and explained.
- Discuss all promotions and a full explanation of content of each promotion along with pricing, reservation, duration, etc.
- Monitor and control breakages and loss that may cost the Club.
- Propose operational changes and improvements that will increase potential profit and decrease loss to the Food and Beverage Department.
- Responsible for maintaining team members' grooming, appearance, discipline and safety and administration.
- Work closely with the Chief Steward, Housekeeping Manager and Facilities Department to ensure that pre-determined standards of health, safety, cleanliness, and hygiene are maintained in all areas of the Churchill Room and outlet area through regular inspection and coaching.
- Ensure correct revenue charging via the P.O.S. machine. This encompasses control of guest checks, voids, new item input and closing reports.
- Any other duties as may be assigned by the Management.

Required Qualifications & Experience:

- Minimum WSQ certificate/diploma in F&B and Restaurant Management or relevant hospitality qualifications.
- Minimum 3 years of relevant experience, in similar capacity, in the hotel and club industry.
- Able to work split shifts, on weekends and public holidays.
- Respectful team player who works cordially with peers and others.
- Self-driven to manage tasks as assigned.
- Work well in a fast-paced environment.

Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:

tcrecruit@tanglin-club.org.sg

Employability Partner: NTUC's e2i (Employment and Employability Institute)