



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

## **Restaurant & Bar Executive**

**Reporting to the Assistant Restaurant & Bar Manager, your Job Responsibilities include, but are not limited to:**

- Prepare alcoholic and non-alcoholic beverages
- Restock and replenish bar supplies
- Provide support and work closely with team members
- Assist in the efficiency and cost-effective functioning of the outlet
- Attain or exceed the pre-determined budgeted revenue for the department through the provision of efficient service and aggressive up-selling
- Ensure the quality standards are maintained during peak times of business in the department
- Correct revenue charging and appropriation for department via the P.O.S. machine. This encompasses control of guest checks, voids, new item input and closing reports
- Assist to develop and train employees in the outlet area through daily service briefings
- Involved in discussion of all promotions and a full explanation of content of the dish, along with tasting prior to the start of the promotion
- Responsible to completely inspect the set-up and *mise en place* of department and outlet area, in accordance with the standards of the Club
- Maintain daily communication with the Chef to ensure smooth operation during service time and changes to the menu
- Propose operation changes and improvements that will increase potential profit and decrease loss to the Food & Beverage Department
- Responsible for maintaining the grooming, appearance, discipline, safety and administration
- Ensure standards of health, safety, cleanliness and hygiene are maintained in all areas of outlet area through regular inspection and coaching
- Maintain the outlet to the Club standards
- Any other duties as required by the Assistant Manager and Food & Beverage Manager from time to time

**Attributes:**

- Respectful, able to foster teamwork, and work cordially with peers and others
- Self-driven to manage tasks assigned
- Work well in a fast-paced environment

**Interested applicants, kindly submit a comprehensive resume with your expected salary to:  
[Fnbrecruit@tanglin-club.org.sg](mailto:Fnbrecruit@tanglin-club.org.sg)**