

	Job Description Restaurant Supervisor	
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Title : Restaurant Supervisor

Reports to : Area Manager

Based at : Newrest Cambodia

Job Purpose

To lead and manage the Restaurant and achieve Newrest's goals in Cambodia. Working directly with the area manager and chef. Actively collaborating with the team in restaurant to focusing on providing good service and high level of food hygiene to costumer.

Key responsibilities and accountabilities

- Ensure that the food items are fresh and prepared properly
- Kitchen is kept clean and staff using the equipment properly
- Serving portion control
- Check regularly on the balance of the food during the meal
- Responsible for the drink sales at the cafeteria
- Make sure that the cafeteria is clean and well organized
- Daily update roaster for the team
- Manage the stock to the main office for the ordering
- Closing inventories at the end of the month
- Make menu with chef/head cook
- Ensure that the menu is followed
- Communicate regularly with the Area Manager/Office staff
- Other tasks will be assigned by AM.

Skills and Knowledge

- Work experience in F&B at least 1-2years
- Bachelor's degree in management or related fill
- Good team work
- Good communication or customer relation skill
- Excellent communication skills in both Khmer and English.

Work Related Circumstances

Analytical, flexible and able and willing to work extra hours and weekends, public holidays and evenings when required to meet, event and visitor demands.

By the Employee:

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Signature – Employee

Full name:

Date: