

Robert's Steakhouse (Atlantic City) is now hiring! We would love for YOU to join our growing team. Our goal is to build a team of individuals driven by the decision to perform to their highest potential while working together to create a culinary experience that our guests will not forget. Don't miss this opportunity to join a growing company where hard work is rewarded, and opportunities for growth abound.

LOCATION: Robert's Steakhouse is an upscale restaurant located in the Trump Taj Mahal Hotel & Casino in Atlantic City, NJ.

CONTACT: Karen

JOB DESCRIPTION
STEWARD
(Food & Beverage Controller)

POSITION REPORTS TO: Financial Controller

LIASES WITH: General Manager, Assistant General Manager, Executive Chef, Executive Sous Chef, Sous Chef and Head Sommelier.

SUMMARY OF POSITION: Control the ordering, purchasing and issuing of food and beverage goods.

LIMITS OF AUTHORITY:

- No extra purchases to be done without authority
- No employing / terminating staff
- May not make statements to the press

DUTIES & RESPONSIBILITIES:

- Maintains a GUEST focus while performing duties.
- Maintain a professional, neat and well-groomed appearance, adhering to Robert's Steakhouse standards.
- Communicate with chefs, management and employees efficiently with proper reporting, and meetings.
- Close liaison with vendors in order to obtain best quality and prices.
- Ensure and audit from time to time that official orders have been issued for all goods brought into the restaurant.
- Ensures that the 10, 20 and 30 day food and 15 and 30 day beverage stocks are carried out timely and accurately.
- Ensures that menus are costed at regular intervals.

- Agree with Chef the correct portion control in food.
- Ensure that all beverage items required are available.
- Ensure that the system of issues to bars is carried out correctly.
- Ensure that the computer input is carried out daily.
- Ensure that food and beverage stocks are held within the company objective.
- Balance food and beverage purchases with the creditors at the end of each month.
- Provide sales analysis of items by restaurants on a monthly basis.
- Provide feasibility studies on restaurant i.e. break-even charts.
- Ensure that the goods receiving bay operates efficiently.
- Ensure standard stocks of operating equipment to outlets.
- Ensure that requisitions and systems regarding operating equipment are carried out.
- Establish issue times for all stores.
- Ensure that all month end reports are on the Financial Controller's desk by determined date after month end close.
- Produce a monthly food and beverage control report. Ensuring that audits are carried out on the point of sale terminals.
- Ensure that there is a docket control system.
- Troubleshoot unexpected or unusual situations.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Must be able to work without direct supervision is required.
- Handle a fast-paced, busy, and somewhat stressful environment, and work under pressure and meet deadlines with particular attention to detail.

QUALIFICATIONS:

- Knowledge of basic health, safety and sanitary guidelines.
- Must have sound knowledge of food & beverage products.
- Must have Typing skills, Windows XP, Word, Excel, Outlook.
- Additional: Stock Control System; POS System
- At least six years in F&B Department in addition to Management School with at least three years in a Management position.
- Kitchen/Stores/Financial background preferred.
- Candidate must be aware of Management functions and have the ability to communicate with all levels of personnel.
- Must be able to check cost control reports and be fully aware of the internal organization of a restaurant and catering department.
- Solid understanding of both labor and food cost control.
- Ability to work varied shifts, including weekends and holidays.
- Must be able to work unsupervised
- Have interpersonal skills to effectively communicate clearly with managers, kitchen and dining room personnel.
- Comprehensive understanding of the English language.
- This position will spend 100% of the time standing. Be able to work in a standing position

- for long periods of time (up to 7 hours).
- Be able to work in a fast paced environment

ABOUT OUR CAREERS

Success is waiting for you at Robert's Steakhouse (Atlantic City). We are known as one of the premier fine dining experiences with our trademark dry-aged beef and our extensive wine list. Through all of our efforts as a group, we are able to excel in what we do and enjoy the rewards that come from executing at the highest levels.

As a part of Robert's Steakhouse's (Atlantic City) employment process, final candidates will be required to complete a drug test and background check prior to an offer being extended. Robert's Steakhouse (Atlantic City) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.