

ROSETTA BY FERNS

JOB DESCRIPTION
&
SPECIFICATION
FOR
F&B CONTROLLER

ROSETTA

by Ferns

VISION

To become India's most admired, trusted, and profitable luxury timeshare, real estate and hospitality company



MISSION

We strive to create a credible Luxury Boutique lifestyle brand that delights guests every single time. We shall Leverage our immense knowledge and experience of creating premium gated communities and spaces to consistently deliver experiences that enthrall.



CORE PRINCIPLES

- We believe that leisure is about experiences, not just opulence.
- We believe in crafting experiences from meticulously designed micro-touchpoints.
- We are relentless in our pursuit of learning.
- We will continue to make ourselves increasingly adaptable to cater to the tastes of the new-age Indian.
- We settle for nothing less than excellence and we have the honesty to admit our mistakes and the courage to change.
- We value our employees, partners and communities.
- We are dedicated to fair treatment and equal opportunity for all.

JOB DESCRIPTION

TITLE : F & B Controller
DEPARTMENT : Finance and Accounts
REPORTS TO : Financial Controller

JOB SCOPE:

- Responsible for the entire Accounts Receivable and Income Audit function at the Resort.

JOB RESPONSIBILITIES:

General Responsibilities:

- Conduct self in a professional manner at all times. Adheres to the established standard of conduct and departmental BRISOP
- Ensure all Management reports for Food and Beverage outlets and month end reports are prepared on a timely basis as required.
- Maintain professional confidentiality and never disclose any information pertaining to guests and company.

Specific Responsibilities:

- Control the Food and Beverage outlets in terms of wastage, pilferage and efficiency.
- Prepare variance analysis for food & beverage and communicating with relevant managers.
- Update and maintain receipts into the systems (FMC).
- Check and verify voids in the POS systems.
- Check and verify discounts on the POS systems.
- Check and verify any happy hours' discounts, if any.
- Check and verify all complimentary sales in POS systems.
- Check and verify all staff meals and staff discounts.
- Check and verify all Package meals.
- Check and verify all settlements done on the POS system.
- Check and cross verify if all sales have been transferred correctly from the Point of Sales (POS) to Property Management systems (PMS).
- Check and verify for any lost postings.
- Check the cost of sales in all F&B outlets and ensure that the costs are within budget.
- Check the menu pricing on the POS systems and ensure the correct prices are loaded.
- Check the restaurant and bar checks on daily basis.
- Check the complimentary and confirm that all are approved.
- Daily Import of Micros Sales to Materials Control system.
- Tally all end of shift reports generated from all POS tills.
- Continuously study weaknesses in F&B control implemented at the Resort and provide suggestions for improvements.
- Check the daily Food & Beverage revenues report submitted by the income audit for the accuracy of covers and average check.
- Responsible for linking the articles and Recipes in Material Control.
- Responsible for preparing daily Food and Beverage Report and distribute to management.

- Responsible for monthly F&B Report and distribute to management.
- Responsible for surprise spot checks at all F&B outlets.
- Prepare Duty Drinks and management report and confirm that this is as per entitlement.
- Prepare the daily and monthly cost report department in relation to cost of sales.
- Prepare daily staff meal cost report.
- Participate in stock taking at the restaurants.
- Spot check on the receiving department to ensure that the scales are correct and goods are checked for quality.
- Check and ensure that no material is issued out from the store without requisition or approval from the respective department head.
- Check and ensure all menu items have a recipe.
- Coordinate with restaurant management and finance to sort out issues pertaining to F&B.
- Update selling prices in POS as per the instruction from authorised persons.
- Maintain the security of the information held by the department.
- Responsible to maintain the Menu Pricing, Consumption and POS systems.
- Any other tasks as and when required by the management.

JOB SPECIFICATION

<u>Knowledge & Skills</u>	<u>Personality</u>
Bachelors degree or equivalent qualification in Finance and have experience in handling the F&B controls function for Hotel / Resort for 3 years or more.	Willing and able to work in different shifts and extra hours on occasions to complete tasks
Great Interpersonal skills	Presentable & Pleasant
Should be cost conscious and have good knowledge of Resort product and processes	Outstanding performer and good eye for detail
Ability to perform effectively when there are significant pressure peaks	Able to take ownership and initiative
Proficient in MS Office, Hotel Accounting Software, PMS and POS	Self-motivated, positive attitude, helpful and clear communication to the Management

We expect all our associates to work in harmony and cohesion with other departments as well as your colleagues from other group companies.

The organization shall reserve the right to depute your services between departments and between group companies. The Human Resource's team shall at all points be sensitive towards your aspirations and endeavour to manage your skills and aptitude in accordance to them.