

Fogo Island Inn is an initiative of Shorefast, whose mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The primary responsibility of the **Assistant Food & Beverage Manager** is to ensure the preparation and execution of service in the dining room, guide the flow of service, uphold service standards, train and mentor service staff, be the liaison between the events team and the dining room, and ensure a seamless and unique guest experience that reflects our values and sense of place.

General responsibilities

- Greets guests in a positive, friendly manner with eye contact and name recognition.
- Must work as a team player and pro-actively assist all employees in servicing guest needs with a controlled sense of urgency.
- Communicates the needs of the guests to the kitchen and acts as a liaison between FOH, Front Desk and BOH. Informs both areas of guest reactions and comments.
- Provides service staff direction and coaching to ensure proper operation of the dining room and amenity room and assists when necessary.
- Adjusts staffing levels before service - cutting when necessary to ensure proper labour rate and minimizing overtime hours.
- Prepare and print daily menus checking with BOH staff to make sure they are correct and signed off on before printing.
- Executes floor plan for service while addressing guest needs/requests and performance levels of floor staff.
- Checks host seating chart to ensure all allergies, special requests and special occasions are accurate and noted before service.
- Actively lead pre shift meetings ensuring all food and beverage items, special requests and service focuses are addressed.
- Supervises service staff to ensure cleanliness on the service floor and in the BOH service areas.
- Assigns closing duties to staff to ensure a timely shut down of the service floor.
- Completes Daily Pass Off communicating business levels, staff on floor, any issues or concerns, progress in training for new staff and service focus of the week.
- Further duties not currently listed in this outline may be added.

The ideal candidate:

- Possesses experience in fine dining.
- Knowledge of wine and spirits.
- Is enthusiastic, friendly and has great communication skills.
- Enjoys working in a team environment.

What we offer:

- An engaged, highly supportive, and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship.
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization.

To Apply:

Submit a cover letter & resume to careers@fogoislandinn.ca, subject line **"Assistant Food and Beverage Manager"**

Deadline for Applications: **Until Filled.**

Questions about this position may be directed to: careers@fogoislandinn.ca

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca

About Shorefast & Fogo Island: [Strange and Familiar](#)