

## ABOUT THE ROLE

**Title: Assistant Food & Beverage Manager**

**Team: Food & Beverage**

**Location: Fogo Island, Newfoundland, Canada**

## WHO WE ARE

A member of Relais & Châteaux with Three MICHELIN Keys, Fogo Island Inn is a 29-room luxury hotel, built on principles of sustainability and respect for nature and culture. The Inn is a community asset, owned by the charity [Shorefast](#), and 100 percent of operating surpluses are reinvested into Shorefast's work to secure a resilient future for Fogo Island.

Our work has garnered significant international interest including a feature on [60 Minutes](#) and in The New York Times' [52 Places for a Changed World](#). The mission of Shorefast is to build, learn, and share economic development practices that catalyse the assets of local places, starting with Fogo Island.

Learn more about us: [fogoislandinn.ca](http://fogoislandinn.ca)

## THE OPPORTUNITY

As an **Assistant Food & Beverage Manager** you bring a commitment to front of house service excellence and thrive by contributing to a Team where quality, and guest satisfaction are top priorities. You have a deep knowledge of front of house food and beverage service standards, dining operations, and the creation of guest experiences. You are able to improve efficiency, guest satisfaction, and ensure that our team delivers memorable dining experiences.

## WHAT YOU'LL DO

- Assist in managing the day-to-day food and beverage operations, ensuring timely and efficient service.
- Support the recruitment, training, and supervision of staff, ensuring all employees adhere to company policies and provide excellent guest service.
- Resolve guest complaints and ensure that the highest level of customer service is maintained. Act as the point of contact for any guest concerns or special requests.
- Monitor and manage inventory levels of food, beverages, and supplies. Coordinate with suppliers to place orders and ensure timely delivery.
- Oversee food presentation, beverage preparation, and service to ensure all items meet quality standards. Ensure compliance with food safety and sanitation regulations.
- Assist in managing budgets, monitoring labor costs.
- Support the planning and execution of events, banquets, and private dining experiences.
- Ensure all employees follow health and safety regulations and maintain cleanliness and organization throughout the kitchen and dining areas.
- Assist in creating staff schedules and ensuring shifts are adequately staffed to meet demand.

## QUALIFICATIONS AND EXPERIENCE

- A minimum of 3 years experience in food and beverage management, hospitality, or a supervisory role in a similar restaurant or hotel environment.

- Formal food and beverage training or certification from an accredited hospitality school preferred.
- Experience working in Michelin-starred or awarded restaurants preferred.
- Certification from a recognized sommelier program (e.g., Court of Master Sommeliers, WSET 2) preferred.
- Strong leadership, organizational, and communication skills.
- An understanding of food and beverage operations, including menu development, food safety, and sanitation standards.
- Proficient in using point-of-sale (POS) systems, inventory management software, and Microsoft Office Suite.
- Ability to work flexible hours, including evenings, weekends, and holidays, as required by the business.

### WHAT WE OFFER

- Competitive wages
- Access to an employee work-out room, to support personal well-being
- An engaged, highly supportive, and collaborative environment that encourages creativity and curiosity
- The opportunity to work in a thriving social enterprise
- Continued learning and professional development training
- Allowances for travel to Fogo Island may be available
- Housing/accommodations assistance may be available

### TO APPLY

Please submit a cover letter and resume to [careers@fogoislandinn.ca](mailto:careers@fogoislandinn.ca), with the subject line “**Assistant Food & Beverage Manager**”; Questions about this position may also be directed here.

**Deadline for Applications:** Until Filled

We are grateful for all applications, but only those selected for an interview will be contacted.

We endeavour to foster an accessible work environment and to ensure all in our care feel safe and valued. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.