**JOB DESCRIPTION FOR THE POSITION OF AREA MANAGER **

**Job Title**: Area Manager

**Department**: Operations

**Location**: Hyderabad

**Job-Type**: Full-time

**Position Summary:**

We are looking for competent professionals having relevant experience in Food and Beverage (F&B) industry in managing the entire gamut of F&B Operations within budget and to the highest standards for delivering an excellent customer experience. The successful candidate will be able to forecast, plan and manage all F&B orders, staff and finance. The goal is to maximize sales and revenue through customer satisfaction and employee engagement.

**Responsibilities:**

* Manage all F&B and day-to-day operational aspects of the stores within the assigned area following budgeted guidelines and to the highest standards
* Responsible for managing the performance of all the Store Managers/Store In-Charges of all the stores in the assigned area
* Collaborate with department heads to create strategic plans aligned with Company objectives
* Ensure that sites in your jurisdiction are compliant with Company guidelines and protocols
* Establish training programs for staff members to improve sales outcomes
* Monitor and control inventory at each location
* Coordinate transportation and distribution of stocks
* Review historical operations data and reports to identify areas for improvement and innovation
* Plan and conduct outlet visits to ensure execution of quality service and cleanliness in all the outlets, monitoring of food product quality, ensure following of Company Standard Operating Procedures (SOPs)
* Ensure all the food safety procedure executed according to Company policy, actions on health and sanitation regulations are taken at periodic intervals
* Establish and monitor procedures for the control of cash, property product and equipment. Conduct audits at regular intervals to ensure the compliance with labour and safety regulations, fulfilment of maintenance regulations, following of Company specific standards and procedures
* Create and maintain all sales forecast reports and team members’ schedules. Create action plan for food cost and labour controls.
* Lead F&B team by attracting, recruiting, training and appraising talented personnel

**Requirements:**

* Prior experience as Area Manager in F&B industry
* Working knowledge of various computer software programs( like MS Office, Restaurant Management Software, CozyPoS etc.) will be preferred
* Ability to spot and resolve problems efficiently
* Mastery in delegating multiple tasks
* Good communication and leadership skills
* Up to date with food and beverage latest trends and best practices
* Ability to manage personnel and meet sales targets
* Customer-orientation and keeping customer satisfaction in mind while conducting duties

**Education:** Any Graduate

**Experience:** 2-4 years in the relevant field

**Package:** 3.5 to 4.5 Lakhs/annum

Location: Hyderabad