

Job Title: Manager | F&B

Duties & Responsibilities (But not limited to)

- Responsible for food and beverage P&L pan India including existing and new centres.
- Develop and manage all financial, member satisfaction plans and actions for food and beverage vertical.
- Maintain positive cost management index for cafeteria operations.
- Utilize budgets to understand financial objectives.
- Leading food and beverage team.
- Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocate sound financial/business decision making.
- Oversees all culinary, cafeteria and beverage operations.
- Ensure exceptional member service.
- Provide services that are above and beyond for customer satisfaction and retention.
- Improves service by communicating and assisting individuals to understand member needs, providing guidance, feedback, and individual coaching when needed.
- Manage day-to-day operations, ensuring the quality, standards and meeting the expectations of the members on a daily basis.
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Identify the developmental needs of others and coach, mentor, or otherwise helps others to improve their knowledge or skills.

Additional Responsibilities

- Compliance with all corporate accounting procedures.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Ensures effective departmental communication and information systems through logs, department meetings and property meetings.

Qualifications And Skills

- 5+ years of experience in managing F&B business units.
- Superior communication skills (written and oral).
- Analytical skills and a problem-solving approach.
- Logical and critical thinker, strong in solving quantitative problems.
- Demonstrated ability to accomplish ambitious goals.
- Keen observation skills to drive meaningful and actionable insights.

Qualification

- Undergraduate degree in any stream

About Smartworks

In less than **2.5 years since** our **inception** Smartworks today is India's largest provider of **agile workspaces** with a footprint of more than **2 million Sq Ft** across **18 locations in 9 cities** (Delhi-NCR, Kolkata, Bangalore, Mumbai, Hyderabad, Chennai and Pune) **catering** to more than **300 organizations** across large enterprise, SME's and start-ups including the likes of **Jaguar Land Rover, Microsoft, Hitachi, Swiggy, Rivigo** and **Lenovo** to name a few.

With demand for agile workspaces growing rapidly across Tier 1 & Tier 2 cities, Smartworks is targeting **5 million Sq Ft** of managed office space over the **next three years**.

