

HR SUPERVISOR

APPLY FOR THIS JOB

Job Description

Administers and coordinates human resources programs such as compensation and benefits, with a primary emphasis on employment and employee relations; communicates and interprets company human resources policies and procedures; organizes company related events; conducts special trainings and monitors follow through.

Duties and Responsibilities

- Advises managers and supervisors new DOLE regulations, maintains compliance and effective human resource practices with regards to employee issues
- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures
- Counsels and guides managers on appropriate performance management measures; assists managers in writing corrective action memos and other documentation and performs necessary follow-up
- Coordinates recruitment process and initiates recruitment ads; reviews applications/resumes; assist managers with screening applicants; ensures offers are made in accordance with procedures.
- Partners with managers to plan, analyze, and develop staffing needs and determine organizational structure
- Conducts new hire employee orientations, appraises employees of benefit options, and accurately completes requisite paperwork for new staff members
- Counsels employees regarding human resources policies, procedures, and practices
- Identifies employee needs with regards to performance problems, training options, and career development and makes recommendations accordingly
- Provides inputs to managers regarding potential enhancements to current personnel practices; assists in evaluation of reports, decisions; recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Provides human resources-related training and can act as trainer for training development as needed and appropriate, addressing areas such as performance counseling and employee re Monitors performance evaluation process
- May perform non-human resources related administrative and operational duties

HR SUPERVISOR

Qualifications

- Two or more years of extensive experience in the human resources field resources (experience in F&B Human Resource Department is an advantage), with emphasis on employment, employee relations, benefits and compensation
- Must have strong planning and organizing skills, with attention to detail and accuracy; effective oral and written communication skills; and excellent interpersonal skills
- Must show strong initiative, exercise sound judgment, and take appropriate action when necessary;
- Must have intermediate PC skills to format reports, presentations, spreadsheets, graphics, general word processing, etc.
- Must demonstrate the ability to work fairly independently, plan and manage projects.
- Must be able to maintain time management
- Must be trustworthy, have good ethics and self-discipline

Level of Supervision

- Can assist in orienting, training, assigning, and reviewing work of others
- Works under minimal supervision and relies on experience and judgment to plan and accomplish assigned goals; consults with superior or higher levels of management on the more difficult and complex phases of work

Business Contacts

Internal – Can interact with program staff, management finance/payroll department, and staff in the administration of human resources for a variety of routine to complex and confidential matters.

External – Can interact with human resources vendors and consultants, including but not limited to employment advertisement agencies, newspapers, training and development vendors, and compensation consultants; may interact with other HR professionals

Decision-Making

Assesses situations, considers alternatives, chooses the appropriate course of action, and advises management accordingly; determines appropriate salary when negotiating with potential new hires; endeavors to resolve HR-related problems as appropriate

BAR MANAGER

APPLY FOR THIS JOB

Job Description

Responsible for the management of all aspects and functions of all bar outlets, in accordance with restaurant's standards. Directs, implements and maintains bar service. Plans calendar of launching for new and innovative drinks. In charge of marketing and promotional advertising of bar items to achieve targets.

Duties and Responsibilities

- Regularly reports sales and service performance to Store Owners and Immediate Heads.
- Spend busy hours glad-handing guests to ensure their dining experience is the best and assures all transactions and sales are conducted with no variance
- Formulates new mixes and concoctions and oversees bar display to maximize functionality and attractiveness.
- Source and train staff to best fit bar's needs and standards, schedule staff in an efficient manner to best cover the demands of the guests and resolves all staff conflicts swiftly and properly.
- Manage inventory, plan, implement cost control measures and communicates with vendors to assure quality and appropriate amount of products are on hand for the forecasted demand.
- Making sure all necessary bar equipment, stocks are maintained and stocked properly, monitor and maintain cleanliness, sanitation and organization of assigned work areas and to set and enforced quality and safety protocols.

Qualifications

- Graduate of Hotel and Restaurant Management or any related course.
- 2-3 years managerial experience in a hotel and fine dining restaurant, work experience in a wine bar is an advantage.
- Extensive knowledge with liquor, bartending and service protocols.
- Ability to hire, train and manage staff.
- Solid organizational skills and facility with budgets, inventories and negotiating prices with vendors.
- Great sales skills and talent for developing promotions and new drinks
- Availability to work on nights, weekends and holidays
- Willing to work in Tagaytay Area

BARTENDER

APPLY FOR THIS JOB

Job Description

In charge of providing excellent guest drinking experience, create classic and innovative drinks and ensures customer retention and loyalty by mixing and serving quality concoctions.

Duties and Responsibilities

- Interact with guests and take orders if requested.
- Assess guest's needs and preferences and make recommendations.
- Planning and developing drink menus and inform guests about new beverages and specials.
- Organizing the bar area to streamline drink preparation.
- Mix and serve drinks following set standard recipes.
- Ensure that the assigned bar area is fully equipped with tools and products needed for mixing beverages and serving guests.
- Maintains and files accurate inventory at all times.
- Adhering to all food safety and quality regulations.
- Maintaining a clean work area and follows safety handling and maintenance of utensils and equipments.

Qualifications

- Graduate of Hotel and Restaurant Management or any related course.
- Previous bartending experience is required in a mid-scale or high-end restaurant or bar.
- Excellent knowledge with mixing drinks and techniques. Knowledge with wine is an advantage.
- Must be able to communicate in English, other languages is an advantage.
- Availability to work on nights, weekends and holidays
- Proficient in computer skills including Word and Excel.
- Willingness to work as part of a high-energy, efficient team in a fast-paced environment.
- Professional appearance appropriate for a fine dining establishment.
- Willing to work in Tagaytay Area

DINING SUPERVISOR

APPLY FOR THIS JOB

Job Description

Makes sure that the restaurant's dining operations is running on an efficient manner and ensures the quality of food served and cleanliness are of the higher standards. Responsible to look after the front of the house personnel and plots game plan to achieve the targeted store quota before the end of the month.

Duties and Responsibilities

- To help in the smooth functioning of the day to day operations of the store by implementing dining policies as approved by management.
- To make short action plans to achieve sales targets.
- To delegate work assignments within the dining area.
- To communicate with, motivate, guide and discipline staff and to coordinate between dining staff and management.
- Review performance record and provide training to help improve employee's performance.
- To be able to recommend promotion, hiring or firing to the restaurant manager.
- To be answerable to the restaurant manager for the performance of his team.
- Supervise every kitchen and dining room activity to ensure customer satisfaction always.
- Troubleshoot and solves guests complaints.
- To be available to work long or irregular hours.
- To manage staffing, scheduling shifts and gap filling in shift coverage.
- To fill in for absent employees.
- Carry out maintenance on all restaurant equipment and records.
- Manage and oversee all storage supplies of the restaurant and maintains accurate inventory.
- Assists the Restaurant Manager in the administrative duties of the store as advised by the restaurant manager.

Qualifications

- Minimum of 2 years as a dining supervisor in a fine dining or upscale restaurant.
- Professional, articulate, friendly, and punctual.
- Possesses and exhibits the drive to provide exceptional service.
- Full time flexible hours are required (able to work days, nights, weekends, holidays).
- Proficient in computer skills including Word and Excel.
- Professional appearance appropriate for a fine dining establishment
- Willing to work in Tagaytay Area

FOOD TECHNICIAN

APPLY FOR THIS JOB

Job Description

Primary responsibility is to ensure that food products are safe and meet specific standards. Be involved in developing the manufacturing processes and recipes of food and drink products. This could involve working on both existing and newly-discovered ingredients to invent new recipes and concepts.

Will work to help develop healthy, safe, and convenient food products. They continually work to develop better methods of food preservation, better processing and packaging procedures, better storage and even better delivery processes. Research harmful food additives and develop substitutes in order to make sure foods are safe and healthy. Make sure operations meet sanitation codes and safety regulations.

Duties and Responsibilities

- Applies scientific and engineering principles in research, development, production technology, quality control, packaging, processing, and utilization of foods: Conducts basic research, and new product research and development of foods.
- Develops new and improved methods and systems for food processing, production, quality control, packaging, and distribution.
- Studies methods to improve quality of foods, such as flavor, color, texture, nutritional value, convenience, or physical, chemical, and microbiological composition of foods.
- Develops food standards, safety and sanitary regulations, and waste management and water supply specifications.
- Tests new products in test kitchen and develops specific processing methods in laboratory pilot plant, and confers with process engineers, flavor experts, and packaging and marketing specialists to resolve problems.
- May specialize in one phase of food technology, such as product development, quality control, or production inspection, technical writing, teaching, or consulting.
- May specialize in particular branch of food technology, such as cereal grains, meat and poultry, fats and oils, seafood, animal foods, beverages, dairy products, flavors, sugars and starches, stabilizers, preservatives, colors, and nutritional additives, and be identified according to branch of food technology.

FOOD TECHNICIAN

Duties and Responsibilities

In food manufacturing:

- Develop the ability to repeat processes to ensure consistency and safety
- Liaise with technical and commercial colleagues in procurement, technical services and distribution, and with official food inspection and hygiene agencies
- Work with engineering and production to develop solutions to production issues, while maintaining food safety.

In retailing:

- Work with suppliers on quality issues and new product ideas
- Manage the safety, legality and quality of food produced.

Qualifications

- Bachelor's degree in agricultural science, food science and technology or a closely related field
- 3 years extensive experience as a food technician preferably in a restaurant industry
- Excellent written and oral communications skills
- Good team working abilities
- Confidence
- Aptitude for mathematics and science
- Enjoys scientific activities
- The ability to work independently
- Meticulous attention to detail, especially with regard to food hygiene and safety
- Strong analytical and numerical skills.

IT SPECIALIST

APPLY FOR THIS JOB

Job Requirements

- In charge of setting up, managing and troubleshooting the technology systems that company is using to maintain computer and software networks.
- Responds to hardware problems, updating system software and tracking the data and communications used on the network.

Essential Responsibilities

- Maintain network security by regularly monitoring all access points and providing vulnerability reports to management.
- Issue IDs and monitor access; assist clients with password creation and usage.
- Audit access throughout systems/applications and ensure access is at appropriate levels.
- Analyze systems, security controls, and event logs to detect nefarious activity.
- Build documentation of existing processes and exceptions based on audit findings.
- Collaborate with different teams to ensure security of new projects.
- Audit the company's security controls to ensure they are working correctly.
- Work with different department to assess and identify security compliance gaps and propose technical and operational remediation solutions.
- Install CCTV, Access Control, and interruption hardware cabling and other forms of cabling as technology continues to evolve.
- Help with testing of installed equipment and provide basic programming, such as, adding card readers, cameras and alarm points to any system.
- Assist in performing preventive maintenance and repair.
- Perform other duties that maybe assigned from time to time.

Qualifications

- Graduate of Bachelor's Degree in Computer Science
- At least 2-3 years working experience in the same field
- Ability to work on call as needed
- Experience with firewall administration and network security
- Knowledge of research techniques and information security policies
- Ability to work independently and resolve issues
- Familiarity with hubs, routers, and switches

EVENT SPECIALIST

APPLY FOR THIS JOB

Job Requirements

- Minimum of 2 years' experience coordinating a variety of events (inclusive of small, large and high-profile functions)
- Professional, friendly, and punctual.
- Possesses and exhibits the drive to provide exceptional service.
- Full time flexible hours are required (able to work days, nights, weekends, holidays).
- Proficient in computer skills including Google docs, Word and Excel.
- Professional appearance appropriate for a fine dining establishment

Essential Responsibilities

- Must have analytical skills.
- Must be able to work at a rapid pace while maintaining attention to detail; ability to multi-task
- Fanatical attention to detail, strong organizational skills and sales ability
- Excellent oral and written communication skills and ability to engage to clients
- Must be skilled in time management.
- Must have teaching and motivational skills.

Qualifications

- Must exhibit an excellent service attitude and be willing to think out of the box to exceed management's expectations.
- Must be flexible and able to adjust to meet the changing needs of the company.
- Must maintain a level of professionalism and communicate effectively.
- Must show enthusiasm for the job and the restaurant.
- Must be considerate, patient and willing to help out fellow employees.
- Must have a good self-image and be able to command respect of co-employees.
- Must be able to tolerate pressure and work calmly and efficiently during busy times.
- Must handle guest complaints according to policies and procedures.
- Possess the highest work ethics, personal morals and honesty beyond approach.

Duties & Responsibilities

The major responsibility of an Event Specialist is Be the go-to person for clients and management team for all events at Balay Dako, and to build sales & profits by creating and maintaining relationship with clients.

- Communicate with clients, gather event details, prepare packages, and send event confirmation details to clients
- Identify the client's requirements and expectations for each event.
- Coordinate and lead site tours and food tastings with prospective and new clients
- Prepares BEO and floor/seat plan.
- Communicate event details to the Executive Chef along with the Event Dining Manager
- Coordinate and communicate Banquets & Events Operations schedule with management team
- Maintain event budgets.
- Conduct final inspections on the day of the event to ensure everything adheres to the client's standards.
- File and maintain post event information
- Follow up with clients using information from post events creating opportunity for new bookings
- Assist with cost controls, budgeting and communicate to management team
- Input sales into datasheets
- To adhere to high ethical standards, and comply with all regulations/applicable company policies.
- To manage the resources of the organization.
- To plan, organize, schedule, motivate/lead and control coordination.
- To perform other tasks assigned and advised by management from time to time.