



## **JOB DESCRIPTION – HOTEL COST CONTROLLER**

<b>Title:</b>	Hotel Cost Controller
<b>Rank:</b>	Officer, 3 Stripes
<b>Department:</b>	Stores Department
<b>Main function:</b>	Operation and security of food, hotel and beverage stores.
<b>Reports to:</b>	Financial Controller re financial/reporting/purchasing F&B Manager re cleanliness/issues/quality of supplies Hotel Director operational issues
<b>Direct Subordinates:</b>	Storekeeper, Store Utilities
<b>Cabin:</b>	Single

### **1. PROFILE**

- Must have completed apprenticeship as a cook in a hotel or restaurant
- Must be good in English language in spoken and written form
- Must have Typing skills
- Must have Computer skills: Windows XP, Word, Excel, MS Outlook. Additional: Stock Control System, Winzip
- At least 1 year of stores background ashore, additionally 1 year working with stores on board vessel
- Must have good knowledge of food and beverage items, consumable items.
- Must be knowledgeable in checking quality of goods and in working with supply schedules
- Must be able to lead a team with different nationalities.

### **2. AREAS OF RESPONSIBILITY**

The entire hotel department stores for food and beverage items only

### **3. POSITIONS DEMANDING CLOSE LIAISON**

Hotel Director	Daily operational matters
Financial Controller	Daily reports, authorisation for purchases
Accountant	Daily reports, day to day stores administration
Food & Beverage Manager	Quality of purchases, cleanliness, timely issue of items Hygiene and cleanliness of stores, compliance with USPH/Cristal
Executive Chef	Quality/Issues/Stock Update/Items to use up
Front Desk Manager	Prepare all necessary customs documentation together with the accountant and be present for inspections

### **4. SPECIFIC DUTIES AND ACTIVITIES:**

- Regular daily inspections of quality and state of items in food store rooms on a minimum of once per day.
- Cleaning inspections and checks of all storerooms.



- Regular inspections on the conditions of refrigerated store rooms must be carried out with regard to temperature control and a temperature log needs to be maintained and kept on or near each walk-in fridge door as per USPH
- All items are to be received and stored in their correct manner according to storing location, packaging, temperature, light, humidity etc. on a first in first out basis to enable stock rotation.
- All storerooms to be cleaned and sanitised daily.
- All issues to be ready by requested time. Storerooms must always be kept locked when not working inside and a great emphasis to be placed on security of inventories.
- All food and beverage orders are to be placed according to company policy liaising with Executive Chef, Bar Manager and F&B Manager.
- All administration matters to be carried out according to company policy and the direction of the accountant and the Financial Controller.
- Daily contact and exchange of information with Executive Chef, Sous Chef, Head Butcher and Head Pastry.
- Carry out inventories without fail as agreed with Financial Controller or from Head Office of food and beverage stocks.
- Deal with any variances and carry out recounts as informed by Financial Controller.
- The Hotel Cost Controller is directly responsible that the guidelines for handling and cleaning of machines and equipment are strictly followed by all stores crew concerned and that all stores crew are properly trained in correct use of equipment.
- Repair orders should be passed on to the F&B Manager to add to AVO list.
- The Hotel Cost Controller is to follow up on outstanding repairs and communicate accordingly with the Hotel Engineer

## **5. COMMUNICATION**

With Hotel Director, Financial Controller, Accountant, Executive Chef, F&B Manager, Chief Housekeeper

## **6. MANAGEMENT**

- Lead subordinates successfully into productive working methods by setting an example and utilising all available management tools.
- Provide a two way line of communication for Crew. Dealing with day to day problems, including personal problems.
- Communicate to subordinates in a fair and correct manner even when under pressure.
- Ensure that correct disciplinary procedures are adhered to.
- Follow up on disciplinary reports.
- No unauthorised persons to be allowed inside the storerooms
- No giving out of any financial/cost/consumption/purchasing information
- It is expected, that the Hotel Cost Controller is fully aware of the company standards with regard to purchasing/receiving/issuing and administration as outlined in the F&B Manual.
- The Hotel Cost Controller is expected to know the job description of all the crew members in his Department.
- Ensure that the set standards are kept and crew members work according to their respective job descriptions.
- Check on existing standards by asking crew members of their opinion and suggest modifications to Financial Controller.

**I have read and discussed the above and I fully understand the description of my job.**



CRUISE & FERRY SERVICES GROUP

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**Hotel Cost Controller**