



FUNCTIONS MANAGER

Your new workplace

Jonah's Restaurant & Boutique Hotel, Whale Beach is one of Australia's most luxurious ocean retreats located on Sydney's Northern Beaches. The perfect beachside escape, Jonah's offers an award winning hatted Restaurant, eleven boutique accommodation rooms including 'Jonah's Private', a secluded residence and meeting spaces.

Jonah's Restaurant offers a first class fine dining experience with stunning views that overlook the ocean. The award winning Restaurant offers excellent Contemporary Australian cuisine and an extensive award winning wine list. The five star menu and world class service has earned Jonah's Restaurant a 'Chef's Hat' from the Sydney Morning Herald Good Food Guide for the past 11 years running.

We now have an exciting opportunity for an experienced fulltime **Functions Manager**.

Your new role

As our Functions Manager you will be responsible for providing the highest level of customer service and delivering exceptional events with the aim to exceed customer satisfaction. The Functions Manager is required to coordinate and oversee the smooth and efficient operation of functions such as special events, conferences, weddings and dinners.

As the Functions Manager you will be required to undertaking the following duties:

- Liaise with the Sales and Events Manager before handover to ensure all details are clear and confirmed prior to the function and to ensure delivery of the event in the manner clients are expecting
- Hands on management of the day to day functions operations
- Be onsite to run each function/event on the day including, but not limited to, function set up
- During the function, liaise regularly with the client to ensure that all the clients' requests are met and completed on time
- Meeting and greeting function guests
- Settling final function related charges
- Function staff management including liaising with the Restaurant Manager for function roster requirements and managing wage costs
- Attending function meetings
- Report any issues/concerns regarding functions to the Sales and Events Manager



Your main priority will be managing the Functions however during quiet times you will also be required to perform in the following positions and undertake those duties to ensure your fulltime hours are met:

- Restaurant Supervisor assisting with the daily operations
- Duty manager at night (being the point of contact for in house guests), once the property is closed. This would only occur when both the Director of Food and Beverage or Restaurant Manager are on annual leave or are unavailable due to illness. This would require staying overnight onsite
- Property closing (cash out + lock property and set alarm)
- Front office related duties during quiet times

Your skills and experience:

You will possess the following skills and experience, which will ensure your success as our Functions Manager:

- Previous hospitality experience in a similar role (preferably in a boutique, luxury, reputable environment). Experience in a *hatted* environment would be an advantage
- Be a people person, passionate about the hospitality industry and committed to delivering exceptional customer service
- A high level of maturity and ability to professionally communicate clearly (in English) to a diverse range of guests
- Have excellent presentation and grooming standards
- Ability to work both autonomously and as part of a team
- Must be highly organised and attentive to details
- Must be physically able to stand/walk for prolonged periods
- Have a current NSW RSA qualification and a current NSW drivers licence
- Qualifications in Hospitality /Events Management highly regarded

About you:

As a Functions Manager and someone who works in the Hospitality industry you are a passionate and confident hospitality professional who enjoys working on the front line where you can interact with and serve people and build and harness positive relationships with our customers. We appreciate that we have not achieved our award winning success without the support of our customers and that the relationship we have with our customers is incredibly important. So naturally it is our expectation that you will work diligently to maintain an environment that encourages repeat business by delivering exceptional customer service and giving our customers the best possible service at every point of contact they have with you.

Benefits:

We offer a competitive remuneration package commensurate to your experience and qualifications. We also provide a creative, challenging and rewarding working environment that will encourage and allow you and your career to grow and the opportunity to work in a growing, prestigious, award winning establishment and put your career in the right direction.

This is an exciting opportunity to join a successful, award winning and progressive property.

Only applicants short listed will be contacted.