



Jonah's Restaurant is now seeking applications for an experienced **Restaurant Manager / Head Sommelier**.

### **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 along with meeting and functions spaces catering to conferences, special events and weddings.

Jonah's Restaurant offers a first class fine dining experience with stunning views overlooking the ocean. The multi award winning Restaurant offers Contemporary Australian cuisine, complemented by an exceptional wine list offering over 1600 wines. Jonah's Restaurant has earned many prestigious awards including a 'Chef's Hat' from the Sydney Morning Herald Good Food Guide for the past 9 years running and most recent was awarded Wine List of the Year, Best Wine List in NSW and Best Hotel Restaurant Wine List by Gourmet Traveller Wine.

### **About the role**

Reporting directly to the Executive General Manager, this is an extremely hands-on position. You will be responsible for the day-to-day, smooth and efficient management of our restaurant operations including managing staff and working with your team to ensure maximum revenues and standards are achieved whilst offering outstanding customer service and exceeding our customer's expectations.

As the Restaurant Manager, you will be critical in leading the Restaurant team and service standards to ensure that Jonah's maintains its recognition as a premier dining experience. Other duties include but are not limited to:

- Planning, directing, controlling and coordinating of the restaurant, bar, in-room dining and conferencing and function facilities
- Coordinate and supervise the quality, presentation and service of food and beverage
- Rostering, recruitment, training and supervision of food and beverage team members
- Manage Food and Beverage wages and budgets
- Conduct shift briefings and regularly communicate with Restaurant and Kitchen staff throughout the shift and maintain good relations
- Ordering and stock control of Restaurant disposables
- Assist in developing procedures and standards and ensuring their implementation and compliance
- Ensure compliance with hygiene, food safety and work, health and safety standards

As the Head Sommelier, you will be responsible for the following:

- Ongoing development of Jonah's wine list, wine storage, wine cellar rotation and for the delivery of wine service to our restaurant patrons

- Be a trained, engaging, knowledgeable and friendly hospitality professional, who specialises in all aspects of wine and beverage service
- Manage a wine list with over **1500** different wines and a cellar holding over 5,000 bottles of wine
- Liaise with Jonah's wine suppliers/representatives and wineries on a weekly basis and maintain relationships
- Visit trade days and tastings in order to stay in touch with the wine/hospitality industry and monitor the latest trends
- Control inventory by rotating stock and ensuring wine is used, before it passes its prime, keeping wastages to a bare minimum
- Possess full knowledge of the wine list in order to assist guests with their choices and make appropriate recommendations within their tastes and budgets
- Administrate - place orders, check invoices, coordinate wine deliveries, record/create new barcodes, enter invoices, update front of house POS system and wine list, work within the given budget and achieve monthly beverage cost, developing plans to grow overall sales
- Where necessary, partake in regular fine wine auctions in order to gain access to matured wines of limited availability
- Manage the content, as well as the overall balance of our wine list with a healthy balance between domestic as well as international wines all built on a solid foundation from historical wine regions
- Work closely with the Executive Chef to find suitable wines to pair with dishes on the menu
- Have an in depth knowledge of how food and wine and other beverages, such as beers, spirits and cocktails work in harmony and have a broad knowledge of both Australian and International wines and are able to maintain, manage and grow Jonah's highly awarded wine list
- Be aware of all bookings and any special guest requirements
- Educate and train the Food and Beverage team in wine etiquette such as opening and pouring wine and how and what wines to recommend to guests on a regular basis
- Coordinate and run wine tasting sessions with staff
- Offer advice and respond to guest queries related to wine and drink service
- Ensure the maintenance and cleanliness of all wine service equipment
- Develop and implement special wine promotions in the Restaurants to move stock

### **Your skills and experience**

Ideally, the suitable candidate will have experience working not only in fine dining restaurants but also in a boutique hotel environment. They will have a genuine passion for the hospitality industry with the ambition to constantly exceed customer expectations. You will have immaculate personal presentation and grooming, strong communication skills and your ability to create great relationships with those you work with and our customers will be of the highest importance. To be considered for an interview, the successful applicant will:

- have a minimum of 3 years current experience at supervisory or management level in running a successful Food & Beverage department, preferably in a hatted restaurant and/or award winning property of similar quality

- hold a qualification as a Certified Sommelier issued by the internationally recognized Court of Master Sommeliers and/or a Level 3 Advanced Level Certificate from the Wine and Spirit Education Trust (WSET) or approved provider.
- have proven organisational, time management, financial and budgetary skills
- have demonstrated personnel management experience with the ability to lead, motivate and manage a team
- have excellent interpersonal skills with the ability to communicate effectively with department heads, staff, guests and suppliers
- have well developed problem solving and analytical skills and;
- have the flexibility to work a variety of shifts and different days including nights, weekends and public holidays

### **Benefits**

In return you will be rewarded with an attractive salary package (commensurate with proven experience), supportive upper management and staff benefits.

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.

For your chance to secure this exciting opportunity, please forward your resume to the Executive General Manager at [ea@bonvillegolf.com.au](mailto:ea@bonvillegolf.com.au)