



SERENA HOTELS

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ASSISTANT F&B CONTROLLER – KAMPALA SERENA HOTEL -UGANDA

Tourism Promotion Services (TPS), Serena Hotels is a collection of 22 up-market hotels, safari lodges, camps and resorts within 7 Countries in the Eastern Africa region (Kenya, Tanzania, Zanzibar, Mozambique, Uganda, Rwanda, DR Congo).

We are renowned for our presence in magical locations and have the highest reputation for standards and service. We at Serena recognize that human resources are our most important asset, and significant resources are allocated annually towards staff development.

We are currently seeking qualified individuals for the position of **Assistant F&B Controller – Kampala Serena Hotel, Uganda** whose responsibilities will be as outlined below:-

Key Role

The Assistant Food & Beverage Controller will assist the Food & Beverage Controller in ensuring that the hotel's food and beverage operations are profitable and efficient by monitoring costs, analyzing financial data, and implementing controls to optimize revenue and minimize expenses.

Responsibilities:

- Preparation and analysis of daily food cost and beverage cost reports.
- Participate in the receiving of stocks and ensure quality and quantity have been met as per the LPOs specifications.
- Conduct daily bar stock takes and end of month stock taking.
- Costing of all menus and review existing ones to ensure that they are updated.
- Ensure all food and beverage requisitions are correctly authorized and procedures adhered to and are correctly booked in the materials control system (MC) on a daily basis.
- Ensure that all meat and seafood purchases are verified for quantities and meat tags recorded.
- Ensure that all beverage items in the bars – bottles, spirits, and wines, have company stickers and are stamped and that those that have faded are re-stamped.
- Supervise the inventory management process for food and beverage items, tracking usage, wastage, and stock levels.
- Implement inventory controls to prevent theft, spoilage, and overstocking, ensuring accurate tracking of inventory movements.
- Collaborate with the culinary team to analyze menu item profitability and recommend appropriate pricing strategies.



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- Preparation of daily beverage sales reconciliations.
- Monitor cost control procedures of employee meals.
- Assist in the development of annual budgets and forecasts for the food and beverage department.
- Identify opportunities for cost optimization, revenue enhancement, and profitability in food and beverage operations control.

Minimum Qualifications:

- A Degree in Accounting Field from a recognized institution.
- CPA Part 2

Experience:

- Proven experience of three (03) years in relevant field preferably in a five-star Hotel setting.
- Proficiency in SUN and MC will be an added advantage.

Competencies:

- Strong understanding of food and beverage operations, menu engineering and pricing strategies
- Proficiency in using financial software, spreadsheets and inventory management systems.
- Exceptional analytical and problem-solving abilities, with a keen attention to detail
- Excellent communication skills to interact with culinary teams, suppliers and management.
- Analytical mindset with the ability to interpret financial data and provide actionable insight.
- Proven ability to work under pressure.
- Honest and of impeccable integrity.

Mode of Application:

Application letters together with photocopies of relevant academic documents, professional qualifications and copy of the National ID should be submitted to the Human Resources Manager via jobvacancy.kampala@serenahotels.com not later than 25TH March 2024.

Note that **ONLY** shortlisted candidates will be contacted.