



Torriam Operating Partners Ltd



#JOB-2452618



The Shelbourne Hotel, 27 St Stephen's Grn,

Dublin 2, D02 K224



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



10/06/2026



08/07/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Duty Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

- Previous experience in a hotel or large food & beverage operation
- Excellent communication skills (verbal, listening, writing)
- Good time management and organisational skills
- Capable of meeting strict deadlines, and following set schedules

Balanced Scorecard Results: Supports and conducts activities to drive financial results, guest satisfaction, human capital index and market share.

- Operations: Assists in managing the daily operational duties of the Food and Beverage departments. Ensures compliance with Marriott Operating Standards to maintain brand integrity. Acts as a managerial presence in all food & beverage areas.
- Guest Satisfaction: Strives to meet or exceed customer expectations. Lead F&B associates to deliver first class guest service at all times.
- Human Resources: Assists in maintaining the Marriott culture.
- Financial Management: Assists as needed in managing the Food and Beverage function operating budget and capital expenditure budget to achieve or exceed budget expectations. Communication of associate sales incentives and promotions.
- Acts as a F&B Manager on Duty, leading F&B Supervisors and Associates
- Supervises daily operation of all assigned outlets, including providing floor coverage during meal periods
- Completes the F&B Duty Managers daily checks and tasks as assigned
- Opens and closes shifts in accordance with the duty manager's checklist
- Trains, maintains, and enforces all Shelbourne/Marriott service standards using use records, menus, and appropriate reference materials
- Ensures that all F&B areas are fully supported and able to handle the volume of business, by checking frequently and assisting as necessary
- Conducts taste panels and menu classes on a daily basis for restaurant and room service
- Manages an effective repair and maintenance program through the use of work orders, inspections, etc

- Effectively completes Food Production Management Training tasks within time guidelines
- Ensures that all workstations at the beginning and end of each shift are adequately set up or broken down for all meal periods
- Constantly spot checks food and quality service during all meal periods to ensure that foods served meet portion control and quality standards
- Assists in monitoring, receiving and proper storage of food and supplies
- Completes reports as necessary
- Complies with all current Marriott standard and local operating policies and procedures
- Obtains feedback on product quality and service levels; effectively responds to and handles guest problems and complaints.
- Assists in interviewing, hiring and scheduling restaurant staff
- Assists in the financial management of food and beverage function. (Driving Sales, Maximizing Profit, Payroll Management)
- Ensures associate compliance with all financial policies and procedures (Beverage Controls, Cash Handling)
- Executes revenue and checks control procedures properly on own shift

Skills: Organisation Communication Delegation

- **Sector:** accommodation and food service activities

Career Level

- Managerial