



Torriam Operating Partners Ltd



#JOB-2454445



The Shelbourne, The Shelbourne Hotel, 27 St
Stephen's Grn, Dublin 2, D02 K224



No of positions : 1



Paid Position



39 hours per week



39258.00 Euro Annually



22/06/2026



20/07/2026

How to apply

Application Method :

Not available



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Assistant Conference & Banqueting 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

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.

Assists in managing the daily operational duties of the Food and Beverage departments. Ensures compliance with Marriott Operating Standards to maintain brand integrity.

Strives to meet or exceed customer expectations. Lead F&B associates to deliver first class guest service at all times.

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

Maintains and supervises good housekeeping practices in all food production areas (including walk-ins and freezers), strictly enforcing the "clean as you go" policy. Ensure compliance with local

legislation

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

Maintains superior relations with associates and responds to queries accurately and timely

Assists in interviewing, hiring and scheduling restaurant staff.

Assists in the financial management of food and beverage function. (Driving Sales, Maximizing Profit, Payroll Management)

Executes revenue and checks control procedures properly on own shift

2-year degree from an accredited university in Food Service Management, Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 1 year experience in the food and beverage, culinary, or related professional area.

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

Career Level

- Managerial