

CITY & GUILDS

# GLOBAL HOSPITALITY CERTIFICATION

HANDBOOK



FOOD & BEVERAGE  
SUPERVISOR



# CITY & GUILDS GLOBAL HOSPITALITY CERTIFICATION

## FOOD & BEVERAGE SUPERVISOR



The holder of this badge has a detailed knowledge and experience in delivering and co-ordinating food and beverage operations. As part of their role, this individual is responsible for supervising a team to provide food and beverage service and for contributing to food and beverage stock control and planning.

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE  
**CITY & GUILDS GLOBAL CERTIFICATION INTRODUCTION HANDBOOK**

### WHAT THE DIFFERENT COLOURS MEAN

**Skills required:** Skills required to achieve a badge are shown in black colour.

**Examples:** For each skill required, a range of examples are provided to illustrate how the relevant skill can be demonstrated. Examples are shown in blue colour.

Examples are a list of activities which are likely to be carried out when undertaking the role the badge relates to. The list of examples is **not** exhaustive. Individuals are **not** required to demonstrate every skill listed and there may be other relevant skills which are not listed, but can be accepted.

**Definitions:** Key terms, which are used to illustrate the skills required and/or the examples, are explained in light blue colour.

Food and Beverage Supervisor	
	<b>Team</b> at supervisory level refers to team members working under the guidance of the individual holding or applying for this badge.
	<b>CORE SKILLS</b>
<b>C1</b>	<b>Provide guest service</b>
	Adhere to professional workplace standards
	Follow standards set by the establishment
	Make guests feel welcome
	Anticipate guest needs
	Respond to guest requests
	Escalate issues/complaints to line manager, as required
<b>C2</b>	<b>Set and monitor goals and targets</b>
	Work with line manager to set goals and targets for the team
	Communicate goals and targets to the team
	Lead the team to perform the required duties and responsibilities to achieve goals and targets
	Monitor team's performance against goals and targets
	Contribute to performance management for members of own team
<b>C3</b>	<b>Supervise a team to deliver service standards</b>
	Sets out daily activities for the team
	Conduct team briefings
	Check the grooming standard of the team on daily basis to ensure these meet professional standards and standards set by the establishment
	Oversee activities undertaken by the team to ensure that standards, including SOPs, set by the establishment are followed
	Maintain effective working relationship with the team, peers, line manager and line manager's peers
	Deliver feedback to team members, peers and line manager in a constructive and professional manner to improve service standards
	Receive feedback in a professional manner
	Recognise and celebrate positive feedback/success
<b>C4</b>	<b>Solve problems and deal with pressure in own area of responsibility</b>
	Oversee the service to spot any issues that may impact on the guest experience and provide hands on support to resolve these
	Manage guest requirements, requests, feedback and complaints within own area of responsibility
	Escalate guest requirements, requests, feedback and complaints to line manager, as necessary

<b>C5</b>	<b>Contribute to the recruitment of the team</b>
	Work with line manager to identify recruitment needs for area under own supervision
	Provide input into the recruitment and selection process, as required
<b>C6</b>	<b>Train and coach the team</b>
	Support induction for the team and new members of the department
	Assist in conducting department training sessions
	Identify training needs of the team to meet professional and establishment standards
	Coach members of the team
	Provide hands-on training to the team, as necessary
<b>C7</b>	<b>Contribute to planning and managing resources, within budget</b>
	Understand the key costs related to own area of responsibility
	Demonstrate a working knowledge of the efficient use of materials and consumables
	Ensure stock levels are maintained to meet business requirements
	Ensure safe and secure storage of stock
	Supervise team to ensure timely completion of tasks
	Ensure service areas are always sufficiently staffed and equipped to deliver guest experience to the required standard
<b>C8</b>	<b>Identify sustainable practices within a hospitality establishment</b>
	Describe how the following could be applied in a hospitality establishment:
	- Reducing waste
	- Recycling waste/packaging
	- Economic use of power and electricity
	- Consideration of carbon footprint: the environmental impact of getting goods to the establishment (eg food miles)
	Identify any practices which are already applied/in place in own department or the establishment

Food and Beverage Supervisor	
	<b>ROLE SPECIFIC</b>
<b>R1</b>	<b>Demonstrate an understanding of own role and the role of own department</b>
	Explain key activities that are part of own role
	Explain key activities of own department
	Describe how different departments within the establishment work together to deliver guest service
	Explain how own department contributes to the effective running of the establishment
<b>R2</b>	<b>Ensure team delivers food and beverage service which meets establishment standards</b>
	Demonstrate a working knowledge of the food and beverage department
	Check the appearance of the team at the start and during service to ensure professional and establishment standards are upheld
	Ensure that the team observes guest etiquette
	Check that team understands the menu content, any menu changes and promotional activities
	Supervise preparation for the service of food and <b>beverage</b>
	Supervise table service
	Undertake checks during service to ensure standard operating procedures are met
	Provide hands-on support for the team to ensure efficient food and <b>beverage</b> service
	Manage guest arrivals and departures to maximise occupancy of the dining areas
	<b>Beverage</b> refers to alcoholic beverages and non-alcoholic beverages including water, soft and carbonated drinks, fruit or vegetable juices and hot drinks.
<b>R3</b>	<b>Work with different departments to deliver food and beverage service which meets guest needs</b>
	Work with colleagues in other departments to deliver guest service
	Support the work of other departments, in line with the requirements of the establishment
	Manage guest requests which have been escalated by the team

<b>R4</b>	<b>Complete payment procedures</b>
	Ensure that the team is ready to take payments
	Check that payment point and all materials required to take payments are available
	Prepare bills accurately
	Present the bill to guests
	Take payment including cash and <b>cash equivalent</b>
	Assign payments to the appropriate account, if relevant (eg room service billing)
	Authorise payments which require supervisory approval
	Complete till handover or cashing up
	<b>Cash equivalent</b> refers to credit card, debit cards and vouchers.
<b>R5</b>	<b>Promote the establishment's offer to guests to help maximise sales</b>
	Check that the team is aware of product and services which could be promoted to guests
	Identify appropriate opportunities to upsell and ensure the team does the same
	Engage with guests to upsell to help maximise sales
	Generate return visits
	Works with line manager to identify new ways to help maximise sales and/or profitability
<b>R6</b>	<b>Maintain full compliance with legislation, health and safety requirements and by-laws related to own area of responsibility</b>
	Demonstrate a working knowledge of current industry, legislative and company requirements and regulations related to own area of responsibility
	Check that the team completes all mandatory training
	Inform team of changes to requirements which are relevant to the food and beverage service
	Oversee food and beverage service within own area of responsibility to spot any non-compliance issues and take corrective action or escalate these to line manager, as required
<b>R7</b>	<b>Demonstrate a working knowledge of technology, appropriate for own role</b>
	Use digital communication technology to carry out role, for example emails, handheld device and/or software and social media

Food and Beverage Supervisor	
	<b>PROFESSIONAL DEVELOPMENT</b>
P1	<p>Have an understanding of career pathways within the hospitality industry, including progression opportunities for current role</p> <p>Describe the structure of the establishment</p> <p>Describe the structure of the department</p> <p>Identify career opportunities within the hospitality industry</p> <p>Describe opportunities to progress from current role (ie next steps)</p>
P2	<p>Undertake a range of training or learning activities to acquire new or update existing skills and knowledge</p> <p>Identify <b>training or learning needs</b> specific to own role</p> <p>Participate in <b>training or learning activities</b></p> <p>Provide evidence of training or learning undertaken</p> <p><b>Training or learning activities</b> refers to on-the-job training, workshops, seminars, conferences, courses, competitions and mentoring.</p> <p><b>Training or learning needs</b> refers to the development of skills and knowledge related to hospitality which may include:</p> <ul style="list-style-type: none"> <li>- Product knowledge</li> <li>- Understanding of new developments, trends, IT systems and equipment</li> <li>- Changes to legal or industry regulations such as health and safety and food safety</li> <li>- Changes to establishment standards</li> <li>- Development of soft skills such as communication and teamwork.</li> </ul>
P3	<p>Apply knowledge/skills gained from training or learning activities to improve working practice and evaluate outcome</p> <p>Identify opportunities to apply new knowledge/skills learnt</p> <p>Describe how new knowledge/skills learnt have been put into practice:</p> <ul style="list-style-type: none"> <li>- Changes made when operating in own role</li> <li>- Impact of the changes on own work</li> <li>- Impact of the changes on the work of the team</li> </ul>