



## VACANCY- FOOD & BEVERAGE SUPERVISOR

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company is responsible for the operations of the Manta Lodge & Dive Centre and invites applications from suitably qualified persons for the following position of ***Food & Beverage Supervisor***.

### ***Job Summary***

The Food & Beverage Supervisor is responsible for ensuring efficient operation exceeding guest satisfaction and ensuring profitability.

### ***Main Duties and Responsibilities***

- Trains and supervise restaurant employees to ensure proper performance of their tasks.
- Monitors employee productivity to ensure satisfaction with restaurant goals.
- Oversees inventory of food and beverage supplies, ordering new items as needed.
- Maintains sanitation standards on the Property by monitoring employee compliance with company policies regarding cleanliness.
- Conduct interviews for potential new hires and perform coaching and counseling sessions as necessary.
- Establishes budgets for food, labour costs, and other related expenses.
- Ensures that customers are served in a professional and diligent manner, providing customer service by answering questions about menu items or suggesting items based on customer preferences.
- Ensures the restaurant complies with the highest standards of cleanliness.
- Conducts regular staff meetings, prepares work schedules ensuring that staff levels are commensurate with projected occupancy rates and assigns specific duties.
- Conduct daily spot check inspections of all areas to monitor hygiene standards, and issues necessary orders to correct shortcomings.
- Collaborates with other departments to optimize production and performance.
- Delegates responsibilities to employees and enforces all policies, procedures, standards, specifications, guidelines, training programs, and cultural values.
- Perform any other duties as required by the job function.

### ***Education and Job Experience***

1. Diploma in Tourism/Hospitality Studies or equivalent.
2. At least 3 years' food and beverage supervisory experience, preferably in a hotel environment.
3. Customer Service and Supervisory Management Training will be considered an asset.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills and Abilities***

- Committed to working independently and as a team member.
- Ability to maintain a flexible work schedule, including evenings and weekends and public holidays.
- Detail-oriented and highly organized.
- Strong supervisory skills, including conflict resolution, coaching and development.
- Ability to foster a work environment suitable for learning and growth within the Department.
- Strong Customer service experience and training.

---

### **Instructions for Applicants**

Applications **must** be submitted via **email** to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T. McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be **emailed** no later than **4.00 p.m.** on **Wednesday 22<sup>nd</sup> April 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest; however, only shortlisted candidates would be contacted.***