

## Personnel Specification

### VACANCY – ASSISTANT GENERAL MANAGER

**VACANCIES AVAILABLE: 1**  
**CLOSING DATE FOR APPLICATIONS: 15 September 2017**

<b>Job Position:</b>	Assistant General Manager
<b>Scope and general purpose of the job:</b>	To support the business by providing the requisite assistance to the General Manager across all operations & service departments  To deputise for the General Manager during his absence

### Key Performance Areas:

1.	Budgeting & Reporting
2.	Operational Planning & Organising
3.	Overview of the Management of all operations & service departments
4.	Stock Control
5.	Administration & Control
6.	Security, Hygiene & Safety
7.	Guest Relations Management
8.	Management of Human Resources including Employment equity forum
9.	Self Management

### Line of Reporting and Communication

Responsible to:	General Manager and Proprietors
Responsible for:	Heads of Departments of Operations & Service Departments
In communication with:	Management, colleagues, subordinates, guests & Suppliers

### Core Competencies:

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1.	Conceptualisation
2.	Calculation Skills
3.	Visual Attention Skills
4.	Problem Solving
5.	Conflict Resolution Skills
6.	Listening Skills
7.	Self Motivation
8.	Time Management
9.	Fluent and Confident Communication in English both written and spoken

### Additional Skills Requirements:

1.	Micros Pos system, Microsoft Office, Opera, Basic Computer Workings
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### Qualification and Experience Requirements

Minimum Qualification:	Grade 12 Hospitality or Food Services related Diploma, alternatively equivalent practical in-house training
Minimum level of Experience:	3 years in position applied for or alternatively 5 years experience in position of Food and Beverage Manager

### Disqualifiers:

1.	Must be prepared to work shifts, overtime and work on weekends and public holidays
2.	Valid driver's licence

**Application forms are available from the HR Department.**

**Cathedral Peak Hotel is an affirmative action employer. Preference will be given to the previously disadvantaged.**