

Food & Beverage Management Trainee

Content of placement

As a Food and Beverage Management Trainee you will work closely with the Maître d'hôtel and Meeting and Events Operational Supervisor.

You will support this department when and wherever necessary. Your job is to make sure that all operational processes within this department run as smoothly as possible to ensure a perfect stay for the guest.

Main tasks

You will assist the Department Heads in their tasks and duties on both operational as well as management level.

You will assist the operations of all our F&B outlets; City Cafe, Room Service, Lobby Bar, Breakfast, Eastwood Restaurant, Executive Lounge and Eastwood Coffee.

You will assist in the administration, training and promotion of excellent customer service.

You will assist the teams with the correct provision –and potentially preparation- of food and beverages. As you will be working with Guests on a daily basis, you will be expected to contribute to the provision of excellent Guest service.

Managerial responsibilities

You will effectively supervise the service focusing on speed and consistency of service, working in the various Food & Beverage Outlets. You make sure that every need is met and the guests feel satisfied.

You will be responsible for dealing with guest complaints, schedules, special projects as given to you by the Food & Beverage Manager and managing departments in the absence of a manager or supervisor.

Skills & Qualifications

- *You do not need to have experience in the hospitality business, but an affinity with hospitality is a must*
- *Possesses strong organizational skills*
- *Strong influencing, inter-personal and communication skills*
- *Able to deal with stress and work well under pressure*
- *Confident*
- *Have a flexible and pro-active attitude*
- *Fluent in Dutch and English*
- *An eye for detail and passionate about delivering excellent Guest service*

Rewards

This is an outstanding opportunity to join DoubleTree by Hilton Amsterdam Centraal Station.

Set in the heart of the historic city centre, adjacent to Amsterdam Centraal Station, the modern DoubleTree by Hilton Hotel Amsterdam offers stunning city views and extraordinary service.

- *€ 725 placement allowance per month*
- *Staff rate at Hilton Worldwide Hotels*
- *Friends & Family discount at Hilton Worldwide Hotels*
- *50% F&B in our hotel, at Sheraton Airport Hotel and a large part of the Dutch Hilton Hotels*
- *50% F&B discount in multiple well-known 4 & 5 star hotels within Amsterdam*
- *Free meals on Duty*
- *Free use of the Hotel Gym*
- *G-Star Raw Outlet membership*
- *NEMO – Free entrance for 4 persons*

Human Resources Trainee

Content of placement

As a Human Resources Trainee you will work closely with a team of 3 Human Resources professionals and share the office with Finance and IT colleagues.

Main tasks

You will support the Human Resources function in all aspects, such as administration, recruitment, payroll and training, depending on your previous experience.

Managerial responsibilities

There are various opportunities, such as onboarding, recruitment & selection, payroll and training & development. Based on your interests you can look into various HR aspects.

Skills & Qualifications

The successful candidate will ideally have a hands-on attitude, attention to detail and number accuracy. Microsoft skills are essential, with a focus on Microsoft Excel, Word and Outlook. You will need excellent communication skills and be able to speak to employees at all levels of the hotel. You will be fluent in Dutch and English. You will need to have strong organisational skills and the ability to multitask.

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F&B Supervisor

Job Description

As a **Food & Beverage Supervisor**, you and your team are responsible for running either the Eastwood Restaurant on the ground floor or our Rooftop Bar on the 11th floor. Together with the rest of the supervisor team you manage a team of Bartenders, F&B All-round Employees and Waiters and Waitresses. You prepare the daily briefings, make the schedules and communicate with the kitchen in regards to allergies or special wishes of guests. You oversee the preparatory work, check the stock of the bar and place orders where necessary. During the service you keep an overview in all sections and you check that everything is going well in the kitchen. At the end of the service, you assist where necessary, make the cash transfer and write a handover.

You are also involved in the hiring and training of new employees. You ensure that everyone adheres to all regulations and standards, for example in the field of health, safety and hygiene. You evaluate the performance of the employees in your team and give feedback where necessary.

Skills & Qualifications

- Minimum 1 year work experience in a similar role
- Fluent command of the English language. Command of other languages is a plus
- Very strong communicator and able to work well together
- Able to work with basic Microsoft Office programs
- Guest-oriented, friendly and positive

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- A salary of €2,350.00 gross per month (plus tips)
- A contract based on a 38 hours workweek
- 25 vacation days (based on a full time contract)
- Training options varying from foreign languages and wine courses to first aid
- Travel allowance up to €150.00 per month
- 30 hotel nights per year in Hilton Hotels worldwide for €40.00 per night + great discounts for friends
- 50% discount at our in-house Coffee Store and various restaurants in Amsterdam
- Discount on in-house Food & Beverage
- Free use of the in-house fitness area
- Option to lease a VanMoof e-bike at a very favorable rate
- Staff clothing