



## Careers at Kapama

### Beverage Cost Controller

[Kapama Southern Camp](#) currently has the following position available: Beverage Cost Controller

Outline of ideal candidate, profile & skills:

Kapama Southern Camp is built, almost entirely, on the strength of remarkable people who give passionately to their roles, work tirelessly and have the guest experience at the core of their focus daily as well as the care of our environment and wildlife. Every single *'Southern Camper'* makes a huge difference to our success, regardless of their role or function. For this reason, we choose *'Southern Campers'* very carefully – they are the strength and the future of this company. The ideal individual for the position will have food & beverage knowledge, an analytical approach with an eye for detail, strong administrative skills and enjoy guest interaction. The successful candidate will report to the Guest Delight Manager. This position forms part of the Guest Service Team at Southern Camp.

These competencies include the following requirements:

#### Duties required

Full responsibility for the running of the Stock Control Division in the Guest Delight Service Department by assisting the Guest Delight Manager in the following:

- Implementing and maintaining a daily Stock Management & Control System
- Ensure adequate stock levels
- Daily administrative functions, stock takes and reconciliation of sales vs charges vs stock use
- Assisting with the purchasing for beverage stock
- Receiving of beverage ordered and checking of expiring dates
- Stock issues to bars and departments
- Storeroom / Cellar and Fridge control
- Weekly administration, Invoices and GRVs
- Ensure that the bars and cellar is well stocked and have full Knowledge of stock items
- Monthly stocktakes and submitting of the information with in deadlines
- Meet or exceed sales targets
- Hosting of guests during meal times where necessary
- Assisting management with administrative duties and assisting the Guest Delight team where necessary

#### Personality

- Excellent communication and interpersonal skills (listening skills, verbal communication etc)
- Positive attitude, Self-motivated, Confident
- Hands-on, pro-active approach and Team Player

#### Qualifications and Requirements (All must be valid)

- Minimum of 2 years working experience in Food & Beverage Control with in a similar Luxury 5\* Lodge environment
- Food & Beverage knowledge
- An analytical approach with an eye for detail
- Strong administrative skills
- Guest interaction
- FOH systems experience – PAN an advantage
- Experience in Purchasing, Stock Control Systems and Stocktakes
- Code 8 driver's licence

#### Skills

- Understanding of the basic accounting functions
- Analytical thinking
- Strong numerical skills
- Attention to Detail - Job requires being careful about detail and thorough in completing work
- Computer literate
- Fluent in English (speak, read and write);
- Excellent literacy skills (writing of emails, viewing web pages);
- Flexibility
- Strong time-management skills
- Demonstrable team member qualities

#### Package includes

- Monthly package- negotiable depending on experience and qualifications
- Live-in position with meals on duty
- Pension fund
- Staff Lodge Nights
- Work cycle – 21 days – 7 days off
- Annual leave – 15 days

If you have the skills and experience we are in search of, with the necessary qualifications and you are interested in a career in a Luxury 5 \* lodge environment, I would love to hear from you. Please email your CV along with a recent head-and-shoulder photograph and details of three contactable references to:

[hanli.robertss@kapama.com](mailto:hanli.robertss@kapama.com)