SURFERSCOVE ÓBIDOS PORTUGAL
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# F&B ASSISTANT

## ROLE PURPOSE

Provide cross-functional support to F&B operations (kitchen and dining room), wherever the operation needs it.

## KEY RESPONSIBILITIES

- Supporting F&B administrative and operational tasks (orders, receiving goods, stock control)
- Occasional support to the kitchen and dining room
- Organising documentation and records (HACCP, supplier invoices)

## REQUIREMENTS

- Administrative or operational F&B experience is a plus
- Knowledge of Excel and management tools

## SKILLS AND PROFILE

Organisation · Versatility · Autonomy

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