



WE ARE HIRING

Food & Beverage Coordinator

Noku Maldives by Vignette Collection is looking for an organized and energetic Food & Beverage Coordinator to support the daily operations of our F&B Department. This role ensures smooth coordination between service, culinary, and other resort teams to deliver exceptional dining experiences and memorable guest moments.

Key Responsibilities

- Coordinate daily operations across all F&B outlets to ensure seamless service and guest satisfaction.
- Assist in planning and executing resort events, themed nights, and private dinners.
- Liaise with Culinary, Housekeeping, and other teams for accurate and timely service delivery.
- Support the F&B Manager with staff scheduling, attendance tracking, and shift planning.
- Monitor inventory levels, assist with ordering, and ensure quality control of supplies and equipment.
- Prepare reports including sales, cost control, and guest feedback summaries.
- Ensure compliance with HACCP, safety, and hygiene standards across all F&B areas.
- Assist with onboarding and training of new team members to uphold service excellence.

Requirements

- Diploma or equivalent in Hospitality Management or a related field.
- Minimum 1 year of experience in Food & Beverage or resort operations.
- Strong communication, coordination, and multitasking skills.
- Proficient in POS systems, inventory management, and Microsoft Office.
- Fluent in English; additional languages (Dhivehi, French, German, etc.) are an advantage.
- Knowledge of food safety and HACCP procedures.
- Flexible to work shifts, weekends, and public holidays.
- Experience in the Maldives resort industry preferred but not required.

Application Details

Only shortlisted candidates will be contacted.

Interested applicants are invited to submit their CV and certificates to: noku.hr@ihg.com