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| **Job Title:** Food & Beverage Manager | **Venue:** Ford Park Entertainment Complex |
| **Company:** Spectra | **Department:** Management |
| **Reports To:** Director of Food & Beverage | **Wage:** Salary |
| **Exempt or Non-exempt:** Exempt |  |
| **Supervises People?** Yes |  |

**Job Summary:**

Food & Beverage Manager is responsible for overseeing the execution\service of all catered & concessions events. The Food & Beverage Manager must be personable and able to work in an ever- changing fast-paced environment.  The Food & Beverage Manager will be responsible for training and developing all service staff.

The Food & Beverage Manager must maintain excellent attendance and be available to work events per business need.

**Essential Job Functions:**

* Overall Management of Catering and Concessions Food and Beverage operations including: interviewing, hiring, scheduling, ordering, inventory, labor costs and equipment maintenance
* Ensure legal, efficient, professional and profitable operation of the venue
* Generate and review financial reports, including budgets, projections, forecasting, revenue analysis,disbursements, capital investments, labor and product costs, wage and salary control, P&L financial statements
* Conflict resolution; last-resort mediation; arbitration and labor negotiations, when applicable
* Responsible for overseeing the serving of meals to guests or directing guests to the buffet line
* Responsible for overseeing serving beverages to guests including alcoholic beverages.  Must check guest’s ID to verify minimum age requirement for the purchase of alcoholic beverages
* Responsible for observing guests to respond to any additional requests and determine when the meal has been completed
* Responsible for executing all directives stated in all Banquet Event Orders
* Responsible for completion and updating of administrative paperwork associated with events, i.e. diagrams, timelines and side-work assignments
* Responsible for ensuring tableware and linens replaced as necessary
* Be able to identify ingredients or explains how various items on the menu are prepared
* Assists in setting up banquet functions including linens, dishware, glassware and silverware
* Responsible for observing guests to respond to any additional requests and determine before, during or after the served meal
* Maintains sanitation, health and safety standards in work areas
* Must show demonstrated ability to meet the company standard for excellent attendance
* Assures that the location equipment is operable and clean prior to start of event
* Responsible for recognizing guests that are visibly intoxicated and taking action to cut off alcohol to such individuals
* Leads F&B team with projects including training, inventory and special events
* Leads Concessions Department in supervising outlets when business demands
* Knowledge of Union Contract contents
* Enforces all Spectra policies and procedures
* Practices excellent Human Resources skills regarding employee relations, corrective action, coaching and counseling employees and completes all necessary HR related paperwork.
* All other duties as assigned by the Director of Food & Beverage

**Knowledge, Skills and Abilities:**

* Capable of operating in Microsoft Office applications including: Excel, Word, PowerPoint
* Ability to supervise the work of others
* Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment
* Ability to speak, read and write in English
* Ability to work well in a team-oriented, fast-paced, event-driven environment
* Possess valid food handling certificate or alcohol service permit if required by state or federal regulations
* Ability to handle cash accurately and responsibly
* Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory

**Education, Qualifications and Experience:**

2 year degree in Business Management or Hospitality preferred but will consider relevant work experience.

Experience working in a management capacity in a high volume fast-paced restaurant or catering environment.

**INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Intellectual/Social demands:**

While performing duties of this job, the employee is frequently communicating with employees, co-workers, volunteers, management staff and guests in a clear, business like and respectful manner. Required to constantly multi-task between two or more tasks and prioritize between these tasks while working under time limits in moderate to high pressure situations. This position requires constant attention to details following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Position requires frequent ability to work on a task independently and frequently work as a part of a team for a variety of tasks. Ability to learn proper techniques for serving alcoholic beverages. Ability to speak and read in English at an intermediate level. Ability to handle cash with accuracy and responsibly. This includes ability to calculate basic math functions including addition and subtraction, calculations of percentages.

**Physical demands:**

While performing duties of the job, the employee will constantly be required to grasp, fingering manipulation of product, feel. Employee will frequently push & lift food product and supplies. Frequently requires employee to pull, climb, stoop, kneel to push carts of supplies. Vision requires ability to constantly adjust focus and close vision to read instructions. Ability to frequently hear communication of others is a loud event environment. Constant standing, walking and moving about a large event facility is required. Ability to lift 50 pounds, and push carts of product up to 150 pounds.

**Work environment:**

The duties of this position are performed primarily indoors. Exposure to loud environment including frequently communicating with guests in a loud environment, working in crowded workspaces and in crowded events with 1000 guests or more. Exposure to potentially intoxicated guests. Employees will frequently work on tasks independently or on small teams.

***This job description is subject to change.***

**EOE.DFWP**