

SMG

Job Description

Job Title: Food & Beverage Coordinator
Department: Food & Beverage
Reports To: Director of Food & Beverage
FLSA Status: Exempt

Summary Assists all Concessions activities for events by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Establishes operational needs on an event basis.
- Assists in developing work plans including scheduling, ordering, and assigns appropriate duties to subordinates.
- Oversees Concessions operations during events to ensure client satisfaction and quality control standards.
- Maintains and enforces uniform and personal grooming standards amongst the Concessions staff.
- Inspects food service facilities to ensure that equipment and buildings meet requirements of state and local health laws, as well as internal regulations.
- Maintains inventory control.
- Supervises and trains employees on inventory requirements and POS procedures, as needed.
- Assists with analysis of information concerning facility operations, such as event sales, event attendance, and labor costs, to prepare budget and maintain cost control of facility operations.
- Inspects prepared foods to maintain quality standards and sanitation regulations.
- Works within guidelines for food and labor costs.
- Promotes and maintains highest level of customer service to all venue guests.
- Implements and maintains all SMG/Oncenter policies and procedures.
- Assists management with administrative tasks as needed.
- Other duties as assigned.

Supervisory Responsibilities

Supervises employees in the Food & Beverage Department for Concessions. Is responsible for the overall direction, coordination, and evaluation of any of the unit. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree (BA) in Food & Beverage Management or related field preferred.
Minimum 1 year experience in supervisory level position in Food & Beverage or training
Or equivalent combination of education and experience
Knowledge of food and health codes is required.

Skills and Abilities

Excellent organizational and planning skills
Strong customer service orientation
Excellent communication and interpersonal skills

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office software. Knowledge of POS software not required, but preferred.

Other Qualifications

This position will work with limited supervision and will require the ability to interact with all levels of staff, including management.
Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.

Physical Demands The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand and walk for long hours during events; speak and listen. This position may require work inside or outside, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Apply at- <https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite>

Hali Greenhouse, HR Generalist
The Oncenter
800 South State St.
Syracuse, NY 13202

Applicants that need reasonable accommodations to complete the application process may contact 315-435-8062

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.