

BYRON FOREST PRESERVE DISTRICT

TITLE: Manager – Food & Beverage
DIVISION: Clubhouse

QUALIFICATIONS:

1. High School diploma or its equivalent.
2. Experience in public food service operations or related field preferred.
3. Required to become certified in food service.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Golf General Manager and/or designee

SUPERVISES: Personnel in Food Service.

JOB GOAL: To assist the in the task of providing leadership in developing, achieving, and maintaining the most efficient and profitable food service and play days for the agency.

PERFORMANCE RESPONSIBILITIES:

1. Directly involved in the agency Risk Management program by; (1) identifying and analyzing loss exposures; (2) selecting a technique or combination of techniques to be used to handle each exposure; (3) implementing the chosen techniques; (4) monitoring the decisions made and implementing appropriate changes.
2. Directs all operations in areas of responsibility.
3. Works to increase net profits in food service and play days including non golf events for the facility.
4. Works with Golf General Manager, and Assistant Manager to recommend policies and procedures for adoption, implements policies adopted.
5. Assures the upkeep, maintenance, repair of food service facilities and equipment in a clean and functional condition.
6. Recruits, screens, recommends for hiring, and trains all persons necessary to the food service operation.
7. Establishes personnel schedules, and maintains such personnel records as are needed, and submits such schedules and records to the General Manager in a timely fashion.
8. Prepares data for various records and reports as are required for this position.
9. Organizes and implements a program of preventive maintenance.
10. Maintains a coordinated inventory control program for all areas of responsibility.
11. Develops and implements a comprehensive pricing schedule for food service.
12. Coordinates all food service events, and assist with play days.

13. Delegates, at own discretion, to other employees of the food service operations, the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the food service manager of final responsibility for the action taken under the delegation.
14. Makes recommendations for the assignment of and termination of employment of all personnel encompassed within the area of operations.
15. Works with the General Manager to establish safeguards and control of cash management, including, but not restricted to, personnel training, daily deposits, and accurate record keeping.
16. Develops and submits the division budget to the General Manager and exercises budgetary control over adopted budget.
17. Keeps informed of current practices in food service area.
18. Evaluates the performance of assigned personnel, and plans and provides in-service training.
19. Coordinates all food service activities with the General Manager.
20. Adheres to all risk management rules and regulations issued by the District, and state, local or federal regulatory agencies. Constantly monitors work areas for unsafe conditions, corrects them, and reports them to the General Manager.
21. Conducts an annual review of the food service area and advises the General Manager of recommendations for improvement.
22. Performs all other duties as may be assigned from time to time by the General Manager or the Executive Director.

TERMS OF EMPLOYMENT: Twelve month year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ **Date:** _____

Reviewed and agreed to by: _____ **Date:** _____