

**City of Pikeville Exposition Center Corporation
Open Position**

Position: Director of Food and Beverage

Department: Administration

Reports To: Executive Director

Summary: This position is responsible for daily management of the Food and Beverage Department to include: concessions, suites and premium seating, mobile carts, general event catering, culinary sales, menu development, financials and budgets.

Responsibilities

Include the following. Other duties may be assigned.

- Markets Food and Beverage services to patrons and establishes Food and Beverage controls.
- Fosters & maintains positive client and business relations.
- Daily management of the Food & Beverage departmental operations and personnel.
- Develops event work plans, including scheduling and ordering, and assigns appropriate duties to subordinates.
- Establishes Food & Beverage and operational needs for the event.
- Oversees Food and Beverage operations during events.
- Purchasing and overseeing distribution of all products for facility food and beverage outlets.
- Responsible for inventory and per capita reports for each event and ongoing fiscal reporting.
- Analyzes information concerning facility operations such as event food sales, patron attendance, and labor costs to prepare budget and to maintain cost control of facility operations.
- Maintains inventory control.
- Maintains cost and quality control standards.
- Controls spoilage, cost of sales.
- Creates Food and Beverage sales projections and budgets for facility events.
- Responsible for daily Food and Beverage compliance and service concerns, such as Health Department regulations, alcoholic beverage service guidelines and standards, menu engineering/development and detailed costing for concessions operation.
- Inspects food service facilities to ensure that equipment and buildings meet requirements of state and local health laws and internal regulations.

- Inspects and tastes prepared food to maintain quality standards and sanitation regulations.
- Trains new food and beverage employees; anticipates and schedules labor needs for event and non-event days.
- Works within guidelines for food and labor costs.

Supervisory Responsibilities

Manages subordinate Bar, Catering, Concessions, and Cook/Kitchen supervisors. Is responsible for the overall direction, coordination, and evaluation of any of these units. Carries out supervisory responsibilities in accordance with Expo'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) or two year degree with experience in Food & Beverage Management of two years in a director or related field preferred.
- Minimum 5 years' experience in a Food & Beverage management level position.
- Bar management experience required.
- Experience in a multi-purpose equitable facility preferred.
- Proven track record of exceeding customer service and quality standards required.
- Or equivalent combination of education and experience

Skills and Abilities

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

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Other Qualifications

- Ability to work with limited supervision.
- Ability to interact with all levels of staff including management.

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