



Position Announcement: Assistant Food & Beverage Manager

Five Flags Center, Dubuque, IA

POSITION: Assistant Food & Beverage Manager
REPORTS TO: Food & Beverage Manager
FLSA STATUS: Non - Exempt

Summary— SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Part-Time Assistant Food and Beverage Manager at the Five Flags Center. This position assists the concessions manager in oversight of all Concessions events at the Five Flags Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties and responsibilities may be assigned.

- Assists the concessions manager in Hiring and Training of all Food & Beverages Servers, Cashiers and Bartenders.
- Planning, assigning, and directing work for employees, and non-profit groups
- Supervises concessions employees and non-profit employees.
- Ensure that concessions stands are properly stocked and staffed for all events.
- Maintaining labor costs and budget goals.
- Attend in-house event-related meetings and relays immediate changes with other departments.
- Other duties as assigned.
- Maintaining all Concession equipment cleanliness and annual maintenance.
- Complies with Health Department regulations.
- Must be creative in marketing, concession signage and sales displays.
- Attention to detail and consistency in every aspect of service is a must
- Position is very hands on with excessive interaction with staff and customers during events.
- Assists the concessions manager in Ordering product and equipment and maintaining uniforms.
- Inventory control
- Assists the concessions manager in Beverage ordering and receiving.

SUPERVISORY RESPONSIBILITIES

Directly supervises multiple team members in the Food & Beverage Department. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include: training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

- Requires at least 2 years of food & beverage experience in a restaurant, hotel, fair, or arena servicing concessions for large events.
- Must have a high school diploma or GED equivalent
- Must be eligible to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to read, write and understand English
- Ability to meet the physical demands of this job

- Advanced oral and written communication skills.
- Strong orientation to customer service and ability to work with other staff members in the facility.
- Results oriented individual with the ability to meet required budgetary goals.
- Excellent organizational, planning, communication and inter-personal skills.
- Ability to undertake and complete multiple tasks.
- Ability to be creative with marketing presentations and maintain a quality product.
- Attention to detail and service oriented.

PHYSICAL REQUIREMENTS

- Standing and walking for extended periods of time.
- Moderate to extreme exposure to noise during events.
- Daily lifting up to 50 lbs. multiple times a day.

CERTIFICATES, LICENSES, REGISTRATIONS

- Serve-safe certified within 90 days of employment.
- TIPS alcohol beverage trained within 90 days.

COMPUTER SKILLS

- Proficient computer skills including the ability to operate standard office equipment such as computers, phone, etc.
- Operate a personal computer using Windows and Microsoft Office software, including excel.

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Travel negligible
- Shifts vary – Required to work any shift needed (as scheduled)
- Ability to work irregular hours, including nights, weekends, and holidays.

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:

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Five Flags Civic Center
 405 Main Street
 Dubuque, IA 52001
 EMAIL: careers@fiveflagscenter.com
No phone calls please

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

Date Opened:	Closing Date:
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