

## Job Description: Food and Beverage Manager

**Definition:** Under general direction from Horseshoe Executive Management, performs all duties required to operate food and beverage service at events on a day-to-day basis; including buildings, grounds, parking and adjacent areas.

**Supervision Received and Exercised:** Food and Beverage Manager reports directly to Horseshoe Manager/Executive Director and may receive additional support and consultation from Dooley Management Officers and Regional Supervisors.

**Examples of Responsibilities:** F & B Manager duties include the following-

1. Supervises daily activities of Concessions and Catering Staff, including line support, wait staff, bartenders and part-time concession workers.
2. May delegate supervisory and other administrative functions to assistant level position of Food and Beverage Manager.
3. Hires and trains all food and beverage personnel, and controls labor costs.
4. Oversees Catering Division of Food and Beverage Department along with Executive Chef, should that position be warranted.
5. Meets with clients to plan Horseshoe and Pavilion events.
6. Meets with Horseshoe Management to plan events and receive direction.
7. Insures compliance with all local and State laws regarding food, beverage and alcoholic beverage service.
8. Oversees inventory functions; including ordering, storing and accounting for product usage. Provides special controls over alcohol inventory.
9. Insures safety and cleanliness of workplace. Interfaces with all local, state and other Health Agencies, and is responsible for compliance.
10. Insures accurate bank withdrawals and redeposits.
11. Completes or supervises completion of all reports including stand reports, concession recaps and monthly reports.
12. Prepares yearly budget for Food and Beverage Division.

**Qualifications:** Food and Beverage Manager must have a degree from a recognized university or trade school and two years progressively responsible experience as a manager, assistant manager or senior food and beverage staff person in a public or private events facility including but not limited to arenas, expo centers, convention centers or hotels with large meeting facilities or restaurant chains with substantial public interaction. Additional experience may be substituted for a college or trade degree.

**Job Knowledge:** Food and Beverage Manager must have a thorough knowledge of the operation of food and beverage service to large numbers of people in a quality fast food or restaurant environment. Must understand and be able to operate all standard cooking equipment. Must have or be able to acquire TABC Certification. Knowledge of Point of Sale systems, excel formatting and Electronic Menu preparation is preferred. Knowledge of Micros POS is preferred.

**Candidate must have excellent written and oral communication skills.**

**Working Conditions:** Candidate works indoors and occasionally outdoors, very limited exposure to extreme heat and cold. Requires sitting, walking, bending, stooping, and may require some climbing. May require work related lifting in excess of 25 pounds.

**Work Schedule:** Food and Beverage Manager is exempt from overtime and may be required to work variable shifts depending upon event activity including days, nights, weekends and holidays.

**Compensation:** Salary is competitive with other management level positions in the Public Events Industry. Food and Beverage Manager enjoys a full benefits package following completion of a standard probationary period, which includes health care for employee with a supplemental family option, 401 K Retirement Plan, and sick and personal leave up to 80 hours per year.

