

**Swiftel Center
Brookings, South Dakota
VenuWorks of Brookings, LLC
Job Description**

Job Title: Food and Beverage Supervisor
Department: Food and Beverage
Reports To: Food and Beverage Director
FLSA Status: Exempt
Prepared Date:

This is a seasonal, full-time position, with full time hours from September to May; reduced hours during the summer months of June through August may be available, but on a part-time schedule based on events and other routine and necessary maintenance.

SUMMARY

The F&B Supervisor is responsible for assisting with all food production, quality and foodservice sanitation throughout the facility; providing first-rate, quality food and beverage services. He/She will support the Food and Beverage Director's goals in maintaining a very high standard of excellence in all areas of the F&B department. This includes all catered events, backstage catering, concession stands, bar services and inventories of all food & beverage products. Coordinates activities of the food service, assists in hiring and training part-time staff to insure an efficient, timely, and profitable food service operation while maintaining the highest service levels and food quality our customers have come to expect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

A. Duties:

1. Customer Focus: Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
2. Integrity and Trust: Is widely trusted and is seen as a truthful individual who keeps confidences, admits mistakes, doesn't misrepresent him/herself and is highly respectful of others.
3. Communication: Consistently exhibits courteous, respectful, non-defensive and appropriate communications and presents information in a concise and understandable format.
4. Teamwork: Works cooperatively with others in the accomplishment of joint tasks and common objectives. Contributes to a positive work environment, fosters collaboration and provides a tangible contribution.

B. Responsibilities:

1. Assists the Food and Beverage Director in creating, establishing, planning and cooking menus for the entire operation including all catering, banquets, hospitality, and backstage catering for performing artists.
2. Provides food production for concession events.
3. Assists with implementation of policies, procedures, and training to control food costs throughout the entire facility to achieve and improve upon budgetary guidelines.

4. Assists in hiring, training and supervising all food & beverage employees including servers, cooks, bartenders, bar runners, dishwashers and concession stand workers.
5. Key person in planning, directing and overseeing all food production and training to insure guest expectations are met or exceeded. As well as food sanitation standards meet or exceed all local, state, and/or federal guidelines at all times.
6. May assist with orders and assures timely delivery of all food and beverage needs of the facility; maximizing product availability, minimizing product waste, establishing and assuring maintenance of par stocks of foodservice items and supplies as part of an overall effort to minimize both inventory levels and product supply outages.
7. May assist with overseeing setup and preparation for food and beverage, concessions, as well as food presentation. Assures serviceware and equipment are removed from service areas promptly, including all serviceware and equipment are maintained and stored in a sanitary and organized manner.
8. The F&B Supervisor will be able to personally perform each duty that would be assigned to food production and foodservice sanitation employees.
9. Other duties, special projects and functions as assigned.

SUPERVISORY RESPONSIBILITIES

Hires, trains, disciplines, under the supervision of the Food and Beverage Director, and when necessary, recommends termination of food production and foodservice employees according to VenuWorks Management guidelines and location policies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility 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

Banquet chef experience preferred. Exhibit passion for the job, team player, detail oriented and great organizational skills.

LANGUAGE SKILLS

Must possess full ability to communicate effectively in the English language orally, electronically, and in normal business forms. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Apply basic math and algebraic math skills for food production applications.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

