



Job Description, Duties, Requirements and Expectations

Job Information

Position:	Food & Beverage Service Director	Department:	Food and Beverage
Supervising Manager:	General Manager	Position Type:	Exempt FT
Pay Scale:	DOE	Uniform Requirements:	Professional

Job Description

Ragged Mountain Resort seeks qualified candidates to join our team to manage all aspects of foodservice operations at this rapidly expanding year round resort. The Food Service Director is the leader of the department and will play an instrumental part in the success of the operation and the satisfaction of our guests. Currently we operate 4 foodservice outlets including a cafeteria, pub and full service restaurant in addition to on-site catering and functions, and we are looking to expand operations with more outlets in the coming seasons.

Job Duties

- Fully manage all daily aspects within the food and beverage department.
- Negotiate with external suppliers for goods and services, agree on contract terms and payment ensuring optimum value is achieved.
- Organization and delivery of all hospitality requirements including catering.
- Work closely with sales and marketing staff to promote events and catering functions along with restaurant/café foodservice functions.
- Plan, execute and supervise all catering functions and special events including weddings.
- Complete daily, weekly and monthly cash procedures, inventories, and sales reports accurately and efficiently.
- Plan and cost menus and then subsequently order all necessary goods avoiding unnecessary waste and deterioration of food.
- Control expenditure on materials, labor and equipment to maintain the department budget within agreed targets.
- Ensure that the entire department is fully compliant with all relevant food hygiene and health and safety regulations, HACCP protocols and accepted standards and all supporting records are maintained.
- Accurately complete records.
Utilize and maintain the POS systems and update pricing.
- Ensure effective training and day to day line management of the foodservice staff and the setting of and maintaining of professional standards across the services offered.
- Listen to customer comments politely and ensure follow up action is taken when necessary.
- Be friendly, pleasant and polite to work colleagues while encouraging teamwork across departments.
- Consistently seek and implement ways of improving the quality and cost effectiveness of all food production.
- Conduct performance appraisals for all foodservice staff.
- Management of foodservice staff and fulfillment of their training and personal development requirements.
- Understand and work towards the implementation of the company values.
- Ensure all kitchen staff use safe methods of work and that no unauthorized person cleans or operates certain specified equipment.
- Conform to all company policies and procedures.
- Hire, Train, Schedule, Manage and Lead all employees in the F&B Department while following statelaws and company SOP

Job Requirements and Qualifications

- Culinary or FSM Degree from accredited college or university or equivalent experience
- 5 or more years of foodservice management
- Valid ServeSafe certification or equivalent
- Proficient in cooking in multiple settings/outlets
- Strong computer skills including basic knowledge of POS systems, email and MS Office Suite
- Financial Management and analytical/problem solving skills
- Ability to supervise, train, hire, schedule and manage staff
- Ability to develop, plan and adhere to fixed budgets
- Ability to lift up to 50 pounds
- Ability to work in hot/cold/outdoor or otherwise adverse environments for extended periods of time

Job Performance Expectations

- Meet and adhere to monthly and annual budgets
- Consistently deliver high quality food production in all outlets
- Maintain a clean, orderly and safe work environment
- Effectively hire, train, schedule and supervise all foodservice staff in all outlets
- Communicate effectively to other departments, staff and clients to deliver an efficient work environment
- Aggressively work to increase sales volume in all outlets
- Deliver high quality food production for all catering and special functions
- Price, procure and maintain appropriate inventory with minimal waste
- Develop, cost and price effective menus for all outlets including catering/special functions
- Ensure all catering functions are delivered in high quality
- Responsible cash handling and daily reporting

Agreement

I have read and understand the Job Description, Job Duties, Job Requirements and Qualifications and Job Performance Expectations listed above. By signing this document, I agree that I am able to comply with the items laid out in this document and perform the obligations of this position as defined above. I further understand that this is a partial listing and additional requirements, duties and qualifications and performance expectations may change at any time, with or without notice.

Team Member Signature:		Date:	
Manager Signature:		Date:	