



POSITION TITLE: FOOD AND BEVERAGE MANAGER

LEVEL: SALARY EXEMPT

REPORTS TO: OPERATIONS MANAGER

PRIMARY FUNCTION

To manage all aspects of the Food & Beverage Dept. making sure everything is prepared, ordered and organized for that day, week, etc.

MAJOR RESPONSIBILITIES

Making sure everything is prepared and ready for the day ahead

Ordering product/working with vendors

Weekly/monthly reports, daily checkups, change orders

Paperwork: coding invoices, scheduling, ordering, reports, payroll

Prep-work: making sure everything is stocked, cleaned and ready and everyone is on task and busy

Equipment management: making sure all equipment is properly cleaned every day and cared for (to make it last)

EDUCATION

Minimal High School Diploma or equivalent

Serv-Safe Certification required for this position

Previous Food and Beverage experience desirable

INDEPENDENT ACTION/JUDGMENT

Ordering product, scheduling and task assignment

APPROVAL BY OTHERS

Equipment pricing, budget approval, and requests for staff

WORKING CONDITIONS

Exposure to cleaning chemicals

Extreme weather

Applications are submitted online by clicking below:

[GMSF Application](#)

Please include your resume.