

## FOOD AND BEVERAGE SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Food and Beverage Specialist is responsible for assisting with the daily operation of food and beverage service at the Mesa Arts Center, and will occasionally assist with beverage services and outside catering at the Arizona Museum of Natural History and the i.d.e.a. Museum. Job duties will include assisting with the selection, training, scheduling, and evaluation of part-time food and beverage contracted staff; maintaining/monitoring food and beverage operation policies and procedures; and assisting with point of sale systems, including end of day closeout procedures and balancing of daily sales. In addition, the Food and Beverage Specialist will assist with ensuring compliance with city, county, and state laws and regulations; product ordering, deliveries, and storage; inventory control and management; promoting a “can do” environment and providing exceptional customer service to internal and external customers. This class will also assist with the onsite operations of outside caterers, food trucks, and festival vendors to ensure they have the required documents and are following facility policies; provide commercially supplied food and beverage for small scale events; and perform related duties as required. Duties will be performed under the general direction of the Food and Beverage Coordinator. This class is responsible for performing related duties as required.

**Distinguishing Features:** This class is distinguished from the Food and Beverage Coordinator class by the latter’s overall responsibility for managing food and beverage services, achieving business goals, budget administration, and serving as the License Manager for the Series 5 Government Liquor License. This class is supervised by the Food and Beverage Coordinator who reviews work through conferences, reports, and meetings. Work is subject to irregular hours (evenings, weekends, and holidays), sometimes on short notice. This class is FLSA non-exempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate’s Degree in Restaurant/Hospitality Management, Business, or a related field. Good (1 - 3) years of progressively responsible food and beverage experience in a lead capacity.

**Special Requirements.** Must possess a valid Class D Arizona Driver’s License by hire date. Must possess or obtain within 30 days of hire an Arizona Certificate of Title 4 training completion in basic and manager categories and a Maricopa County Arizona Food Handlers Card.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with technology, point of sales systems, and inventory tracking. Some experience with concessions is preferable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, clients, other City employees, vendors, and contractors. Assists with preparing written documents, such as contracts, reports, financial documents, and memorandums with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar, in order to properly communicate the needs of events for the Mesa Arts Center, Arizona Museum of Natural History, and the i.d.e.a. Museum.

**Manual/Physical:** Assists with reviewing the work products of others to ensure compliance with standard operating procedures, inventory control, coordination of product ordering, and standards for quality and service. Assists with scheduling food and beverage service for concessioned events. Assists with supervising liquor events to ensure adherence to state regulations (age minimums, consumption, hours, etc.). Assists with product and price research for recommending controls, pricing items for concessions, and reviewing contracts for catering and food vendors. Operates a variety of standard office equipment to perform duties. Enters work orders into a personal computer (PC) in order to process client information and financial data. Assists with physical inventories of food, beverage, and paper products for purposes of maintaining financial controls. Assists with performing inspections for safe handling of food and ensures compliance with State, Federal, County, and City regulations and health and safety standards. Compiles information for special projects or reports. Assists with maintaining complex records, databases, and integrated filing systems by operating a variety of standard office equipment, and entering data and information into a PC. Assists with preparing and/or updating schedules and graphs, or developing similar charts for reports. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to purchase supplies and transport items throughout the Mesa Arts Center complex. Meets schedule and attendance requirements.

**Mental:** Assists with supervising and assigning work to part-time contracted staff. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and/or other work-related problems. Coordinates work activities, program functions, and campus operations with other City departments. Performs mathematical calculations and financial and/or cost analysis. Assists with monitoring the food and beverage budget; developing food and beverage pricing, inventory control procedures, and policies and procedures relating to food and beverage service; and securing bids and reviewing contracts for catering and food vendors. Understands schematic drawings, layouts, or other visual aids.

### **Knowledge and Abilities:**

Knowledge of:

volume food preparation and delivery systems;  
state rules/regulations regarding liquor service; and  
health and safety regulations.

Ability to:

deal with the stress generated by late bookings, multiple concessioned events, and limited staff;  
follow through on details;  
plan, service, and supervise public and commercial settings;  
identify potential problems and make plans for corrective action;

communicate effectively by oral and written means;  
establish and maintain effective relationships with fellow staff and facility users;  
assist with planning, directing, and evaluating the work of others; and  
work nights, weekends, and holidays.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 43

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