

## FOOD AND BEVERAGE COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Food and Beverage Coordinator is responsible for planning, managing, and overseeing the daily operation of food and beverage service at the Mesa Arts Center, and will occasionally oversee beverage services and outside catering at the Arizona Museum of Natural History and the i.d.e.a. Museum. Food and beverage services at the Mesa Arts Center include concessions for shows, small scale catering for events, and food trucks/outdoor food vendors for festivals. A Food and Beverage Coordinator is responsible for creating and implementing a plan to achieve annual food and beverage business goals and identifying opportunities to maximize sales; developing, administering, and monitoring the budget; overseeing the selection, training, scheduling, supervision, and evaluation of staff and part-time food and beverage workers; developing and maintaining/monitoring written food and beverage policies and procedures including inspections; managing point of sale systems including end of day closeout procedures and balancing of daily sales. Additional duties include: serving as the License Manager for the Series 5 Government Liquor License for the Mesa Arts Center and other venues ensuring compliance with city, county, and state laws and regulations; coordinating product ordering, deliveries and storage; overseeing inventory control and management; securing bids, preparing contracts, and overseeing the onsite operations of outside caterers, food trucks, and festival food vendors to ensure they have the required documents and are following facility policies; providing commercially supplied food and beverage for small scale events; providing exceptional customer service to internal and external customers; and performing related duties as required.

**Distinguishing Features:** This class is supervised by the Event Services Supervisor who reviews work through conferences, reports, and meetings. Work is subject to irregular hours (example: evenings, weekends, and holidays), sometimes on short notice. This class is FLSA exempt-administrative.

### 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 a Bachelor's Degree in Restaurant/Hospitality Management, Food Service Management, or a related field. Considerable (3 - 5 years) full-time, progressively responsible experience in the food and beverage industry preferably including sales, catering, and concession work (example: scheduling staff and events, training employees, selecting and ordering products, inventory control, and menu preparation).

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must possess or obtain within 6 months 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. One year of supervisory experience in food service or a related field.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, clients, other City employees, vendors, and contractors. Prepares 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:** Reviews the work products of others to ensure compliance with standard operating procedures, inventory control, coordination of product ordering, and standards for quality and service. Schedules food and beverage service for concessioned events. Supervises liquor events to ensure adherence to state regulations (example: age minimums, hours, etc.). Conducts product and price research for, recommends controls, and prices items for concessions. Prepares and reviews contracts for catering and food vendors. Operates a variety of standard office equipment to perform duties. Enters work orders into a personal computer in order to process client information and financial data. Prepares physical inventories of food and beverage and paper products for purposes of maintaining financial controls. Performs 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. Creates and maintains complex records, databases, and integrated filing systems by operating a variety of standard office equipment, and entering data and information into a personal computer (PC). Prepares and/or updates schedules and graphs, or develops similar charts for reports. Operates a motor vehicle requiring a standard Arizona Driver's License to purchase supplies and transport items throughout the Mesa Arts Center complex. Meets schedule and attendance requirements.

**Mental:** Supervises the work of subordinate personnel and 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. Develops short- and long-term objectives and other plans such as sales, safety, security, or operations. Performs mathematical calculations and financial and/or cost analysis. Develops and monitors the food and beverage budget. Develops food and beverage pricing, inventory control procedures, and policies and procedures relating to food and beverage service. Secures bids and reviews 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;  
supervisory techniques and practices, and the principles and practices of planning and scheduling;  
state rules/regulations regarding liquor service, and food preparation health and safety regulations; and  
budget development, administration, and monitoring.

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;  
plan, direct, and evaluate 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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EEO- S/M

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 46

IND- 9083

SWORN - No