## Food & Beverage Director

Hospitality FOODS01012

* + Posted: January 16, 2019
* Full-Time

         Missouri  
Unity Village, MO, USA

## Job Details

### Description

**Position Summary:**

Responsible for managing all aspects of the food, beverage and catering services including but not limited to sales, operations, financials, and supervising the front and back of the house staff at Unity World Headquarters at Unity Village Dining and Banquet Facility.

**Essential Job Functions:**

1. Manage all food and beverage arrangements for events including rehearsal, wedding ceremony, receptions, retreats and events for internal and external clients. Responsible for outcomes from initial planning to the event execution.  
2. Facilitate services agreed upon by the events office and clients by working closely with other Unity departments as specified by the BEO to deliver an exceptional service to the client.   
3. Manage all phases of food service operations and oversee cooking, sanitation, banquet service operations to insure profitability, control costs and quality standards, providing exceptional customer service for guests and clients.  
4. Create and maintain the schedule of front and back of the house staff and outside contract workers for projects and services that support the needs of food service.   
5. Provide coaching through feedback on an ongoing basis; document employee performance, provide training and coaching for ongoing employee development.   
6. Supervise and coordinate the arrangement of food and beverage and supplies inventory necessary to meet catering activities. Implement and administer the tip pool policy   
7. Create and maintain annual budget and forecasting in conjunction with the Vice President of Hospitality.  
8. Generate new business and event revenue in accordance with established sales, goals, pricing guidelines, profitability guidelines.  
9. Manages the negotiation of food service contracts in conjunction with the event supervisory team to ensure all parties are in compliance with fulfilling the agreement requirements, including deposits and final payment.  
10. Regular and reliable attendance at the worksite and adhere to assigned schedule. Able to work flexible schedule to meet the business necessity of a 7-day operation. – this position is not a remote or telecommute position.  
11. Adhere to all company and departmental policies and procedures per the guidebook including all safety requirements including all safety guidelines.  
12. Utilize electronic time management system to input time, attendance and paid time off request.

**Non-Essential Job Functions:**

1. Generate end of month reports and track sales data.  
2. Complete and monitor the flow of required forms and paperwork throughout the Events and Food Service department.   
3. Coordinate with food management to design and implement theme menus for events.

**Education:**

Bachelor’s degree and/or professional work equivalency in hospitality or food service industry

**License:**

• Food handler’s must have active handler’s permit from Jackson County.   
• Active alcohol permit service card and tips certification.   
• Valid Drivers’ license – this position requires operating a company vehicle or personal vehicle for company use.

**Competency:**

• Excellent verbal and written communication and interpersonal skills to interact with all levels in the organization and with external constituents.   
• Demonstrated ability to manage conflict in a professional and calm manner  
  
**Experience:**

• Five years in a food or banquet environment.   
• Strong operations background.  
• Three years event planning supervisory experience.   
• Demonstrated experience managing multiple schedules and diverse food service events effectively.   
• Proven experience demonstrating conceptual skills to intake ideas, develop new plans and implement with limited staff proactively.   
• Able to work a flexible schedule in a 7-day operation including weekends and holidays, to meet business necessity.

<https://recruiting.ultipro.com/UNI1041UOFC/JobBoard/6937854e-748b-4f1b-a57b-ee7ec6ab76e9/OpportunityDetail?opportunityId=f1e7db19-e8bc-4913-9079-ba7e1ac9d155>

Guy Swanson

President/COO

Unity World Headquarters at Unity Village