

**MUNICIPALITY OF NORTH PERTH
JOB DESCRIPTION**

Position Title **FOOD AND BEVERAGE CO-ORDINATOR**

Department **PARKS AND RECREATION**

Report to Title **FACILITIES MANAGER/FOREMAN**

This job description last updated March 2010.

Position Details

Status: **Part Time**

Pay Method: **Hourly**

Overtime: **After 44 hours in one week**

A – RESPONSIBILITY

1. Scope of Position

To co-ordinate the day to day operation of the concession. To provide food preparation, customer service and cleaning maintenance associated with the operation of the concession.

2. Key Responsibilities

Program Delivery

- (a)
- To supervise, schedule hours and provide proper training to all concession and bar staff.
 - Maintain weekly inventory counts. Orders all products and maintains enough inventory to meet peak period needs.
 - Prepare menu of products to be sold. Monitor product cost and recommend pricing to facility manager.
 - Ensure that all equipment is well organized and is maintained to proper cleanliness standards to meet health regulations.
 - Records nightly and weekly deposits.
 - Maintain items for sale and ensure they are well displayed. Stocking and cash collection from arena's vending machines.
 - Directs all invoices, revenues and payroll papers to the facility manager.
 - Record and account for all waste and spoilage on the form provided in the concession.
 - Ensure that all forms are completed properly and in full (ie. payroll , incident and accident forms, etc.)
 - Ensure that concession is kept clean and any janitorial responsibilities as assigned by facility manager.
 - Operate beverage machines, popcorn maker, fryer, cash register and any other concession machines or apparatus.
 - Complete regular cleaning of the area around the concession, the condiments cart and other duties instructed by the facilities manager.

- Performs other related duties as required.

Human Resources

- (b) Supervises part time or temporary staff as required for regular maintenance or special programs and events.

Material, Financial & Information Resources

- (c) Records nightly and weekly deposits.
- (d) Maintain weekly inventory counts.
- (e) Orders all products, maintain enough inventory to meet peak period needs.

B – SKILLS

1. Formal Education and Training

Secondary School Diploma or equivalent.

2. Work Experience

- A minimum of 6 months previous work experience.
- Experience with a cash register and related tasks would be beneficial.

3. Decision Making

- The Food and Beverage Co-ordinator consults his/her supervisor daily concerning most aspects.
- Judgement is required to prioritize the projects and tasks in process at any time and to deal with members of the public

4. Communication

- Works to achieve good relations with users and the public to encourage proper uses of facilities.

5. Other Key Skills

- Ability to work with little or no supervision
- Following safety procedures set by the Municipality
- Good interpersonal skills
- Well organized
- Knowledge of safe practices
- Knowledge of roles and responsibilities under the Occupational Health and Safety Act
- able to deal with staff and the public
- capable of doing arithmetic
- capable of supervising, co-ordinating and scheduling work and activities of staff
- knowledgeable of health regulations as they pertain to food handling and preparation
- punctual, dependable and has a good sense of responsibility
- capable of lifting and moving pop cases and boxes, opening and closing service windows and locks

C – EFFORT AND WORKING CONDITIONS

1. Physical Effort and Environment

- Normally works in a pleasant environment with minimal exposure to hazards
- occasional light lifting required

2. Mental Effort and Environment

- Operates within established policies and procedures

Department Head Approval

I have reviewed the above job description and agree it is accurate and complete.

Department Head _____ Signature _____ Date: _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete.

Name Staff _____ Signature _____ Date: _____