



### **Food and Beverage Director**

Highland Mountain Bike Park in Northfield, NH

Employment Type - *Full-Time*

The Food & Beverage Manager is responsible for leading a team of up to 10 or more staff members in the efficient and profitable operation of the Cafe and Bar at Highland Mountain Bike Park. Responsible for the day-to-day operation. Candidates must work well in a fast-paced environment, be friendly and courteous to customers and have key organization skills. Looking for candidates with the drive and passion to create a year round business opportunity.

#### **Duties and Responsibilities:**

- Oversee all functions of the cafe/ bar
- Work in conjunction with Assistant Cafe/Bar Manager
- Train new employees and provide ongoing training for all cafe/bar staff
- Manage all F&B Employee's
- Communicate well with staff to insure a positive work environment
- Oversee opening and closing responsibilities
- Create work schedules for F&B staff on a monthly basis
- Be able to lead staff during peak work hours
- Place weekly orders from various food/beverage vendors
- Monitor food costs on a weekly basis
- Track inventory and waste management
- Meet with key management staff to review F&B financials monthly
- Keep work stations and storage areas clean and organized
- Maintain a clean and safe work environment at all times
- Resolve staff and customer conflicts as needed
- Properly maintain and use all cafe equipment per manufacturer's and company specifications

#### **Job Qualifications:**

- High School Diploma, College education preferred
- 2-3 years' experience in the food service industry
- Computer proficiency with programs such as Microsoft Word, Excel and POS software
- Must have flexible schedule and be able to work weekends/holidays
- Well-organized, detail-oriented and able to multi-task
- Must have excellent communication skills
- Frequently required to lift and move heavy items
- Must be able to stand for extended periods of time
- Proficient with use of food service equipment and sharp knives
- Must attend liquor training class and enforce a strict liquor policy