



Job Description

Job Title: Food & Beverage Coordinator

Reports To: Executive Director

Hours: Event dependent, with maximum of 35 hours per week

Works in Conjunction with: Executive Director, Recreation & Events Coordinator, Club Caterer

Job Purpose:

The Sarnia Riding Club provides members' families, adults and children with year-round athletic, recreational and social programs in a unique lakeside setting. In addition, we hold weddings, corporate meetings and dinners and special occasion celebrations for members and guests. The Food and Beverage Coordinator (FBC) plays a key role in the members' and guests' experience.

The FBC shall be responsible for managing the day-to-day operations of the year-round bar and seasonal café at the Club. (**Note – Food for weddings and events is provided by the Club Caterer.**) The FBC shall maintain high standards and foster a positive environment, which provides consistent, fast, efficient and friendly service. The FBC creates the tone and personality by being an advocate of training, customer service, product knowledge and demonstrated commitment to our House rules.

The FBC shall interact with the Recreation and Events Coordinator, Caterer and Staff to ensure coordination across the departments, to meet the needs of the SRC Client.

Qualifications:

- Five years in food & beverage industry, preferably a similar situation.
- Solid understanding of food and beverage cost controls and operating procedures.
- Food Safe Handling Course, Smart Serve Certificate & First Aid
- Must be able to work weekends, evenings and special events as needed.
- Effective problem solving/decision making abilities
- Proficient on a computer; POS, Microsoft Office products
- Excellent verbal and written communication skills
- Well organized, detail-oriented and able to multi-task.
- This position will require frequent standing, bends and twist from the waist. Must be able to lift up to 30lbs.

Skills & Qualities:

- Proven Leader

- Reliable, honest, discreet and trustworthy
- Team player with strong interpersonal skills
- Ability to work quickly and accurately in a fast paced environment
- An eye for detail and the ability to focus on the task at hand
- An ability to work under pressure and to tight deadlines
- Excellent computer skills
- Excellent written and oral communication skills
- Demonstrated organization skills and ability to multi-task
- Conflict resolution
- Ability to provide clear direction to employees and follow-up

Duties and Responsibilities:

The Food & Beverage Coordinator shall:

- Be responsible for hiring and the direct supervision of all food and beverage employees, in accordance with SRC policies and procedures determined by the Board of Directors. Ensure proper certification of each staff member.
- Oversee the café and bar operations
- Purchase and control of food and beverage inventory, including but not limited to placing orders and regular inventory counts
- Ensure practice of health and safety regulations
- Negotiate supplier arrangements for food and beverage products
- Schedule Food and Beverage staff for all events and café
- Actively work in the café and bar, alongside staff
- Approve time sheets and monitor costs against budget
- Establish café menus including pricing, portion sizes and recipes for each item on the seasonal menu
- Work with the Recreation & Events Coordinator to ensure that all Events are executed as per the contractual commitments
- Performance management, including monitoring staff performance and providing feedback
- Ensure all equipment is maintained and functioning properly (refrigeration, fryers, dishwasher, ice machine, etc)
- Develop, maintain and document operating procedures for the café and bar.
- Provide pertinent information to assist in budget development for the café and bar and cost monitoring of actual results.
- The FBC will perform other duties generally consistent with the role and position as directed by the Executive Director from time to time.

Approved By:	
Date Approved:	
Reviewed:	