

POSITION DESCRIPTION

Position:	Food and Beverage Manager, Davis Campuses (Brampton)
Reports To:	Senior Manager, Operations & Hospitality
Last Updated:	Apr. 27, 2015
Qualifications:	Must be bondable and successfully complete a police record check Minimum 2 years in a food service and management role
Location:	Sheridan College – Brampton Campus
Hours:	Full Time, Permanent – up to 44hrs. per week (evenings and weekends where required) Applications will be accepted until 4pm on May 26, 2015

GENERAL RESPONSIBILITIES

Responsible for the daily operations of the bar, restaurant, café and grab & go food outlets, and provides professional leadership and direction to all food and beverage staff at the Davis campus. Ensures that scheduling, training, cash, and inventory management are done in conjunction with Senior Manager, Operations & Hospitality, and that all events are successfully marketed and executed in conjunction with the Marketing & Events teams.

Given the nature of this position, extended hours (evenings/weekends) may be required.

ORGANIZATIONAL STRUCTURE

The Food and Beverage Manager reports to the Senior Manager, Operations & Hospitality. The Food and Beverage Manager has a supervisory relationship with all service and security staff, as well as Team Leads.

A team of professional, full-time staff support the student leadership and goals of the organization through a number of operations. The SSUI Operations exist within a Student Centre, located in the heart of each campus. Within these buildings, the SSUI has several food service operations: a cafe, a grab-and-go outlet and a food and beverage service within our licensed establishment. The Food and Beverage Manager would assist the Senior Manager, Operations & Hospitality in effectively managing these outlets.

SCOPE AND NATURE

The Sheridan Student Union Inc. (SSUI) is comprised of elected representatives for all full-time and day part-time fee paying students at Sheridan College. The SSUI is responsible for safeguarding and promoting the welfare and interest of the membership of the Student Body of Sheridan, whether academic, intellectual, cultural, social, athletic or otherwise in accordance to individual needs.

It is the goal of the Sheridan Student Union employees to make the Student Centre a pleasant, professional, welcoming location for the student to relax, socialize, or seek information. The Food and Beverage Manager must possess strong communication and interpersonal skills to ensure a high level of satisfaction among all customers, employees and all other clients.

SPECIFIC RESPONSIBILITIES

The functions of the Food and Beverage Manager covers a wide variety of responsibilities in the daily operations of the SSUI facilities, and may be modified from time to time by SSUI management. It is important to note that not all functions and duties are contained within this definition, and the position itself should be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:

- Supervision of all food and beverage staff to ensure quality and efficiency
- Maintain desired inventory levels for all service areas in conjunction with the Kitchen Manager
- Accountable for all beverage inventories; responsible for the weekly completion of inventory and ensuring its accuracy
- Coordinate planning, budgeting, and scheduling to ensure that all operational requirements are met
- Responsible for ordering, receiving, storing and maintaining proper stock levels
- Maintain all labour costs in area, manage waste, and drive profitability
- Provide direction, leadership, motivation, coaching and counselling to all staff
- Development of new menu items in conjunction with Kitchen Manager on an on-going basis
- Recruiting, hiring, training, scheduling and evaluating employees appropriately
- Support market research and promotion of the operation by working closely with the Senior Manager, Operations & Hospitality and Events & Marketing Managers
- Manage and discipline employees in regards to violations of policies and procedures
- Cash management: daily/weekly deposits, safe balancing, cash audits
- Maintain a positive public relation and rapport with customers and staff alike
- Knowledge and application of all equipment set up and take down procedures and their proper use.
- Maintain effective electronic communication with SU and College staff, suppliers, vendors, and clients on an on-going basis
- Develop, plan, and execute catering and room bookings in conjunction with the Kitchen Manager and Senior Manager, Operations & Hospitality
- Oversee all food and beverage operations at all SSUI foodservice outlets in conjunction with Kitchen Manager
- Host weekly meetings with Team Leads and Senior Manager, Operations & Hospitality to ensure goals are set; conduct regular planning sessions as required
- Maintain all required food service and sanitation certifications (food safe, SmartServe, Crisis Intervention, etc.)
- Must be knowledgeable of all provincial requirements and standards regarding Workplace Health and Safety and Workplace Hazardous Materials Information Systems (WHMIS).

BENEFICIAL SKILLS & QUALIFICATIONS

- Punctual, organized, enthusiastic, and out-going
- Team-oriented and approachable
- Able to multi-task and problem solve with exceptional decision-making skills
- Excellent listener and communicator
- Able to problem solve
- Proficient cash handling skills (experience with Micros POS or similar an asset)
- SmartServe certification
- Proficient in Microsoft Office
- Demonstrates personal integrity & honesty

Please email resume and cover letter to: Dan Casey – Senior Manager, Operations & Hospitality (caseydan@sheridancollege.ca). No phone calls please.