

## **FOOD AND BEVERAGE DIRECTOR**

Coordinates food service activities of Holiday Inn hotel and Rock Island Ale House restaurant by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Estimate food and beverage costs and requisitions or purchases supplies.
- Confers with food preparation and other personnel to plan menus and related activities such as dining room, bar, and banquet operations.
- Prepares cost estimates for menus, banquets, buffets, and salad bars. Performs a product margin analysis to ensure that the products offered are in line with departmental profit goals.
- Maintains and trains all employees on proper cash handling policies.
- Ensures schedules are prepared fairly and within budgeted guidelines.
- Inspects food and food preparation to maintain quality standards and sanitation regulations.
- Investigates and resolves food quality and service complaints to ensure guest satisfaction.
- Communicates maintenance and housekeeping needs to the appropriate supervisors.
- Supervises food, liquor and beer, linen, china and glassware inventory procedures, ensuring they are timely and accurate.
- Projects and plans for future supply needs and places orders following KHC purchasing procedures.
- Reviews financial transactions and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.
- Develops training programs with supervisors and holds training sessions to ensure all employees are trained in KHC/franchise policies including but not limited to: cash handling policies, safety, guest service, suggestive selling.
- Actively participates in the creation of effective marketing programs for the Food & Beverage department by utilizing information from the competition, local markets, property market position, etc.

**KHC POLICIES:** Responsible for following all KHC policies and procedures as set forth in the KHC handbook and property specific guidelines/standards. These policies include dress code, safety, and performance standards. Employees must also maintain a professional image and report to work as scheduled.

### **SUPERVISORY RESPONSIBILITIES**

- Manages 1-5 subordinate supervisors who supervise a total of 1-150 employees in the Restaurant, Kitchen, Bar, and Banquet.

- Is responsible for the overall direction, coordination, and evaluation of these units.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- Must have 2 years of Hotel F&B Experience or 2 years Restaurant General Manager experience.

**LANGUAGE SKILLS:**

- Ability to read, analyze and interpret common financial reports.
- Ability to read and implement safety policies and procedures.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to customers, top management, public groups and/or boards of directors.
- Must be able to communicate clearly in person, via telephone and in writing.

**MATHEMATICAL SKILLS:**

- Ability to understand, interpret and manipulate accounting concepts such as general ledger, accounts payable, payroll, accounts receivable, purchasing, night audit, cash handling and budget development / management.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, draw valid conclusions, develop solutions and plan.
- Ability to interpret an extensive variety of instructions in mathematical, formula or procedural form and deal with several abstract variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Franchise specific certification

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. All employees must always follow proper safety precautions to avoid injuries.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to handle, grasp or type; reach with hands and arms; and taste or smell. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, bend, or twist; and to push, pull or lift over 10 pounds. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment described here is representative of those an employee encounters while performing the essential functions of this job. All employees must always follow proper safety precautions to avoid injuries.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, temperature extremes from subzero freezers, ovens, stoves and grills, extreme heat from fryers, broilers, ovens and warmers, and a mild risk of electrical shock and occasionally works with moving mechanical parts such as slicers, dishwashers, and sharpeners and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**ACCOMODATION:** Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**CRISIS MANAGEMENT:** Must be able to handle a crisis in a calm, effective manner. This includes upset guests, fire, tornado, armed robbery and assault, bomb threats and accidents.

Salary: \$55,000 - 60,000 yearly

Brand: Holiday Inn

Address: 226 17th St., Suite 1 Rock Island, IL - 61201

Property Description: 318 Holiday Inn and Rock Island Ale House