



FOOD & BEVERAGE MANAGER

GENERAL RESPONSIBILITIES:

The Food & Beverage Manager is responsible for the daily operations of the campus bar "The Pit Lounge & Grille".

The Food & Beverage Manager will be responsible for the design, implementation and staff training for a sit-down pub eatery. In doing so they will provide professional leadership and direction to all food and beverage staff, ensure that scheduling, training, cash, executing events, and inventory management are done in conjunction with the General Manager.

The Food & Beverage Manager is required to be at all evening events; for example, Thursday nights Open Mics, the occasional Friday night DJ party, and private bookings within the university. This is a full time position of 35 hours per week; however hours vary outside of the standard 9:00-5:00 workday.

ORGANIZATIONAL STRUCTURE

The Food & Beverage Manager reports to the General Manager. Food & Beverage Manager has a supervisory relationship with servers, clerks, and other supervisors including the Food Services Supervisor. The Cape Breton University Students' Union is a team of professional, full-time staff supporting student leadership and goals of the organization through a number of operations. Food & Beverage Manager would be primarily responsible for the campus bar operations.

SCOPE AND NATURE

The Cape Breton University Students' Union is comprised of elected representatives for all full-time and part-time fees paying students at CBU. The CBUSU is responsible for safeguarding and promoting the welfare and interest of the membership of the student body at CBU, whether academic, intellectual, cultural, social, athletic, or otherwise in accordance to individual needs.

It is the goal of the CBUSU employees to make the Students' Union a pleasant, professional, welcoming location for the student to relax, socialize, or seek information. The Food & 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 & Beverage Manager cover a wide variety of responsibilities in the daily operations of the CBUSU facilities, and may be modified from time to time by the CBUSU Executive, or General Manager. 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.

With the changing market, the Pit Lounge & Grille is moving toward a greater focus on food service, with the desire to change from a student bar to a pub restaurant. The ideal candidate will be familiar with restaurant organization, training wait staff, and implementing a full service operation.

Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:

- Supervision of all food, beverage, and store staff to ensure quality and efficiency
- Train staff including bartenders and servers on table service and suggested selling
- Ensure all staff has proper certifications; Serve Right Training, WHMIS, etc.
- Maintain desired inventory levels for all service areas in conjunction with the General Manager
- Accountable for all beverage inventories; responsible for the weekly completion of inventory and its accuracy
- Work in conjunction with the General Manager to coordinate, plan, budget and schedule to ensure that all operational requirements are met when ordering, receiving, storing and maintaining proper stock levels
- Maintain all labour costs in area, manage waste, and drive profitability
- Follow-up on ordering from suppliers are needed
- Provide direction, leadership, motivation, coaching and counselling to all staff
- Support market research and promotion of the operation by working closely with the General Manager and the Vice President Promotions
- Balance cash tills and deposits at the start and end of each shift, supply bar staff with appropriate change when needed
- Schedule staff members for their weekly shifts
- Return empty bottles to bottle exchange
- Run errands as needed
- Maintain a positive public relation and rapport with customers and staff alike
- Knowledge and application of all equipment setup and take down procedures and their proper use
- Oversee all food and beverage operations at all CBUSSU food service outlets in conjunction with the General Manager
- Maintain all required food service and sanitation certifications
- Must be knowledgeable of all provincial requirements and standards regarding Workplace Health and Safety and Workplace Hazardous Materials Information Systems (WHMIS).

ADDITIONAL SKILLS

- Punctual, organized, enthusiastic, and outgoing
- Team-oriented and approachable
- Able to multi-task
- Good listener and communicator
- Able to problem solve
- Proficient cash handling skills
- Proficient in Microsoft Office
- Exceptional decision making skills
- Demonstrate personal integrity and honesty
- Must be willing to work weekends, nights and extended hours as requested

Experience in the food and beverage industry is a must.

If you are interested in this position, please send your cover letter, resume and references quoting **FBM-0602-17** no later than **4:00 p.m. on June 2nd, 2017**. Applications may be sent via email to the attention of Dawn MacDougall, Executive Assistant at dawn_macdougall@cbu.ca or the information at the bottom of this posting. Please note that only those chosen for an interview will be contacted. The Students' Union is an equal opportunities employer.

Mail To: CBU Students' Union email: dawn_macdougall@cbu.ca
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