



The Corporation of the Town of Cobourg

SUPERVISOR, FOOD AND BEVERAGE

Part-time, One Year Contract with the potential for Renewal

Basic Function:

The professional Supervisor, Food and Beverage is responsible for managing all Food and Beverage services and for delivering an excellent guest experience. The successful candidate will be able to forecast, plan and manage all Food and Beverage orders, staff and finances. The goal is to maximize sales and revenue through customer satisfaction and employee engagement. This position will be responsible for the Cobourg Community Centre, Legion Fields, vendor contracts, vending machines, as well as any other operations that may be added.

Responsibilities:

Performs the necessary duties to carry out the maintenance and operation of the department and, without limiting the foregoing, carry out such tasks as directed by the Deputy Director.

Principle Responsibilities:

- Manage all Food and Beverage day-to-day operations within budgeted guidelines and to the highest standards
- Preserve excellent levels of internal and external customer service
- Design exceptional menus, purchase goods and continuously make necessary improvements
- Identify customer needs and respond proactively to all of their concerns
- Lead the Food and Beverage team by attracting, recruiting, training and appraising talented personnel
- Establish targets, KPI's, schedules, policies and procedures
- Provide a two-way communication and nurture an ownership environment with emphasis on motivation and teamwork
- Comply with all health, safety regulations and alcohol service requirements
- Report to management regarding sales results and productivity
- Develop Customer Service Standards
- Other duties as assigned

Working Relationships:

Inside the Corporation: Work with other departments of the Town of Cobourg including but not limited to Finance, Human Resources and Parks. Work with Director, Community Services.

Outside the Corporation: Acts as a liaison between the Town of Cobourg and external organizations including community groups.



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Working Conditions and Hours of Work:

Working Conditions: Recreation Facilities. This position involves a variety of physical labour as well as working in an office environment.

Hours of Work:

35 hours bi-weekly on a flexible schedule. Hours are scheduled to meet operating requirements and may be required to work on evenings and weekends.

Education/Experience/Skills Training:

1. Culinary school diploma or degree in food service management or related field or a combination of education and experience in food and beverage services.
2. Proven food and beverage management experience
3. Working knowledge of various computer software programs (MS Office, restaurant management software, POS)
4. Ability to problem-solve effectively and efficiently
5. Able to delegate
6. Strong communication and leadership skills
7. Up to date with food and beverages trends and best practices
8. Ability to manage personnel and meet financial targets
9. Guest-oriented and service-minded
10. Experience creating and following budget
11. Ability to work in a team setting, as well as independently
12. Smart Serve and Food Handlers Course required, or willingness to obtain within 3 months of hire
13. Satisfactory Criminal Record Check & Vulnerable Sector

The annual salary for this position is Grade 8 - \$67,877-\$79,407 (based on fulltime equivalent).

Interested applicants should forward their resume in confidence no later than October 11, 2018 by 4:30pm to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON K9A 2M2

Email: careers@cobourg.ca

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.