



Position opening:

Food & Beverage Manager

Canalta Centre

Medicine Hat, Alberta

POSITION: Food & Beverage Manager
DEPARTMENT: Food and Beverage Services
REPORTS TO: Director of Food and Beverage
FLSA STATUS: Full Time (Salary)

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Food and Beverage Manager for SMG Canalta Centre in Medicine Hat. Manages all food outlet operations in the facility by performing the following duties. We are looking for a strong, positive professional that will work with our leadership team to move the business forward.

Essential Duties and Responsibilities

- Oversees the concessions Supervisors and employees in the preparation and service of food and refreshments, as well as clean-up
- Oversees the Suites and Catering Supervisors and employees in the preparation and service of food and refreshments, as well as clean-up
- Assists in the training of concessions employees engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service..
- Directs storage, preparation, and serving of alcohol at stands or circulating throughout audience.
- Assigns concessions workers to locations.
- Tabulates receipts and balances accounts.
- Inventories supplies on hand at end of each day or other designated period.
- Works within guidelines for food and labor costs

Supervisory Responsibilities

Directly supervises all employees in Concessions and Suites/Catering. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- 3 to 5 years related experience and/or training
- Food and Beverage Diploma or Hospitality equivalent an asset
- Or equivalent combination of education and experience
- Previous management experience in a similar venue or hospitality
- Pro Serve and Protect tickets

March 2019

- Food Safe Certificate

Skills and Abilities

- Demonstrated ability to control costs, generate increased revenue and manage accounts payable/receivable and financial reporting
- Strong written, verbal and interpersonal skills
- Ability to function in a fast-paced, team-oriented environment
- Ability to train workers in preparation and cooking of foods to ensure high quality, efficient and profitable food service.
- Ability to manage several direct reports

Computer Skills

To perform this job successfully, an individual should be proficient In Word and Excel. Point of sale experience an asset.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Cory Lindstrom
clindstrom@canaltacentre.com
Canalta Centre
2802 Box Springs Way NW
Medicine Hat, Alberta T1C 0H3

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

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