



POSITION: Director of Food & Beverage
LOCATION: Medicine Hat, Alberta, Canada
REPORTS TO: General Manager / Regional Food & Beverage Manager

SUMMARY

SMG / Canalta Centre is looking for an enthusiastic, strategic, organized leader to run the Food and Beverage operations at the regional event centre in Medicine Hat, Alberta. As a Director, you are accountable for all food and beverage operations including concessions, bar, premium seats, catering and kitchen support. While you have managers in different areas, your primary goal is to deliver above and beyond guest expectations for every style of food and beverage service we offer, while keeping an eye on the bottom line to ensure a sustainable business. You are responsible for leading a dynamic team to deliver industry best standards of quality for every event, and lead, coach and develop future managers of this department. This is a diverse position that requires solid experience, sound judgment, and a desire to make a positive impact in the community.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Creating Food and Beverage sales projections and budgets for facility events.
- Developing event work plans including scheduling, ordering and assigning appropriate duties to subordinates.
- Reviewing Food and Beverage orders and schedules submitted by each department manager to determine that sufficient items are ordered and staff scheduled weekly
- Overseeing Food and Beverage operations during events to ensure guest satisfaction.
- Maintaining costs according to budget goals and quality control standards.
- Inspecting food service facilities to ensure that equipment and venue meet requirements of state and local health laws and internal regulations.
- Analyzing information concerning facility operations such as daily food sales, guest attendance, and labor costs to prepare budget and to maintain cost control of facility Food and Beverage operations.
- Inspecting and tasting prepared foods to maintain quality standards and sanitation regulations.
- Maintaining relationships with venue suppliers and corporate sponsors.
- Exploring industry information for new products, trends, and meal options.
- Regularly reviewing company policies and procedures to make necessary changes that align with the goals of SMG.

SUPERVISORY RESPONSIBILITIES

The Director of Food & Beverage manages a team of Supervisors in each of the functional areas - catering, banquets, concessions, Chef/kitchen, and is responsible for the overall direction, coordination, and evaluation of any of these entities. This leadership role 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

The successful candidate will meet the following criteria:

- Business/Hospitality Degree or related Diploma.
- 5 years' experience in a Food & Beverage role managing multiple outlets.
- Strong financial judgement.
- Strong verbal, written, analytical, and interpersonal skills.
- Strong computer literacy especially with Microsoft Word, Excel and Outlook.
- Experience with Food & Beverage POS systems.
- Culinary certification considered a strong asset.
- Proven business savvy and a strong financial controls background.
- Strong customer service orientation.
- Experience training is helpful.

Equivalent combination of education and experience will be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

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.

Driving may be required from time to time, so a valid driver's license is recommended.

TO APPLY:

This full-time position offers a competitive salary and benefit package.

Please send your resume, cover letter, and salary expectations to info@canaltacentre.com with **Subject Heading: Director of Food & Beverage.**

Or drop off your resume package at:

Canalta Centre
2802 Box Springs Way
Medicine Hat, Alberta, Canada
T1C 0H3