

POSITION DESCRIPTION

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| <u>Position Title</u> | Food and Beverage Coordinator | <u>Division</u> | Golf Courses |
| <u>Department</u> | Community Services | | |
| <u>Accountable to</u> | Golf Course Manager | | |

Primary Objectives of Position

To coordinate food preparations and cook and beverage services for golf course clientele.

Essential Functions of the Position

- Oversee the efficient operation of kitchen, including the planning of menus and the coordination of food/beverage preparations
- Prepare and cook hot and cold food items
- Supervise kitchen staff, including the delegation of tasks; setting work schedules; training staff; and oversee staff in meal preparation and service
- Work with various Tournament Directors, including the planning and preparation of menus for Tournaments
- Oversee and coordinate food, beverage and supply orders with numerous vendors
- Operate kitchen in compliance with City, State and Federal environmental health standards
- Clean and sanitize cooking area and equipment used daily
- Store leftover food in an appropriate manner
- Coordinate recycling kitchen trash
- Attend staff meetings, as required
- Performs other job-related duties as assigned by supervisor

Examples of Performance Criteria

- Successfully completed meal preparation on a timely basis relative to quality of food prepared
- Feedback from supervisor reflects that food needs are being met
- Work priorities are established so that productive use is made of all available working hours
- Positive working relationships are maintained with clients, vendors and City employees
- Food and beverage safety standards are maintained

Minimum Qualifications

- High School graduate or GED equivalent
- One year work experience as a Cook, Chef, or Food and Beverage Manager
- Ability to cook and prepare food in small and large quantities
- Mathematical skills to calculate servings and preparation amounts
- Knowledge of food service sanitation principles/policies
- Ability to work independently and serve as team leader to assign tasks related to meal preparation and service
- Ability to communicate with a variety of vendors, employees and clients in an effective manner
- Ability to work varied hours, i.e. evenings, weekends, etc.

Desirable Qualifications

- Knowledge of City, State and Federal Health Department regulations
- Knowledge of correct City purchasing procedures

Supervision of others

Direct supervision over: 6 – 8 employees