

**Title:** Food and Beverage Manager  
**PG:** 33  
**Status:** Non-Civil Service  
**Position Reports to:** General Manager  
**Department:** Parks & Recreations/Golf

**Class Code:** 8205  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This position is accountable for organizing, directing and controlling all of the food and beverage preparation and service activities at the Cleveland Heights Golf Course.

**ESSENTIAL FUNCTIONS:**

1. Directs the functions of the administration and planning of the Food and Beverage Department to meet the daily needs of the operation.
2. Clearly describes, assigns, and delegates responsibility and authority for the operation of the various sub-departments.
3. Establishes policies and schedules for the operation of all restaurants and bars to achieve a profitable result.
4. Participates with Cook and Golf Course Manager in the writing of attractive and merchandising designed to attract desired market.
5. Assists subordinate managers to establish and then achieve profit objectives and desired standards of quality food, service, cleanliness, merchandising and promotion.
6. Keeps abreast of new products, equipment, raw materials, services, vendor sources and more cost effective product substitutes to meet quality standards.
7. Facilitates Health Department inspections, fulfilling all code requirements for food service.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of food and beverage, including food preparation, service management practices.
2. Knowledge of food merchandising.
3. Knowledge of finance and accounting.
4. Ability to display managerial, organizational, negotiation, oral and written communication skills.
5. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees.
6. Ability to understand and carry out instructions furnished in written, oral, or diagram form.
7. Ability to stand, stoop, kneel, crouch or crawl.
8. Ability to add, subtract, multiply and divide.
9. Ability to utilize points of service automation systems.

**WORKING ENVIRONMENT/CONDITIONS:**

Sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations

The job risks exposure to bright/dim light

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. Three (3) years of experience in food and beverage administration.
3. Two (2) years of formal culinary training is preferred.

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4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.