



Position: Director of Food & Beverage

Department: Food & Beverage

Reports to: General Manager/Food & Beverage Regional Manager

FLSA Status: Full-time, Salary, Exempt

Summary:

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the **Director of Food & Beverage** for the **Peoria Civic Center**. This individual is responsible for directing and coordinating the entire food and beverage operation of the facilities (Arena, Convention Center and Theater) by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities:

- Markets Food and Beverage services to clients and establishes Food and Beverage control.
- Creates Food and Beverage sales projections and budgets for facility events.
- Develops event work plans including scheduling and ordering, and assigns appropriate duties to subordinates.
- Reviews food and beverage lists submitted by each facility manager to determine that sufficient items are ordered weekly.
- Oversees Food and Beverage operations during event to ensure client satisfaction.
- Develop relationship with third-party catering contractor through effective collaboration and communication.
- Resolve issues with third-party catering contractor to ensure client needs are met.
- Maintains cost and quality control standards.
- Inspects food service facilities to ensure that equipment and buildings meet requirements of state and local health laws and internal regulations.
- Analyzes information concerning facility operation such as daily food sales, patron attendance, and labor costs to prepare budget and to maintain cost control of facility operations.
- Inspects and tastes prepared foods to maintain quality standards and sanitation regulations.
- Other duties as assigned.

Supervisory Responsibilities:

Manages subordinate Catering, Concessions, and Chef/Kitchen supervisors. Responsible for the overall direction, coordination, and

evaluation of any of these units. Carries out supervisory responsibilities in accordance with ASM'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.

Minimum 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:

- Bachelor's Degree (BA) in Food & Beverage Management or related field preferred.
- 5 years' experience in a Food & Beverage management level (Director preferred) position.
- Catering management experience preferred.
- Experience in a multi-purpose banquet/meeting/entertainment/sports facility preferred.
- Proven track record of exceeding customer service and quality standards required. (Or equivalent combination of education and experience)

Skill and Abilities:

- Excellent organizational and planning skills
- Professional communication and interpersonal skills
- Strong customer service orientation

Computer Skills:

- Proficiency with MS Office suite, including Word, Excel, Outlook, PowerPoint.
- Experience with CaterEase is a plus.

Other Qualifications:

- Must have reliable transportation.
- Ability to work a flexible schedule according to the needs of the business, including evenings, weekends, and holidays as needed.

Working Conditions and 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.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

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.

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

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at mjohnson@peoriaciviccenter.com.