



**Position: Food & Beverage Supervisor**

**Department: Food & Beverage**

**Reports to: Food & Beverage Manager**

**FLSA Status: Full-time, Hourly, Non-Exempt**

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**Summary:**

Functions as communication and coordination liaison between facility Food & Beverage management and third-party caterers. Assists the Food and Beverage Manager in planning and directing concessions and banquet activities during events.

**Essential Duties and Responsibilities:**

- Ensures execution of direction for meeting client and operational needs for events.
- Communicates current menus and pricing to potential clients.
- Assists in developing work plans including scheduling and ordering and communicates assignments to staff.
- Supervises staff during events, providing clear direction and appropriate feedback.
- Addresses staff performance and conduct issues with discretion and professionalism.
- Maintains high standards for cleanliness and food safety, including inspection of food service facilities to ensure that equipment, workstations, and storage areas meet state and local health department regulations.
- Trains staff on safe use of equipment and food preparation and serving processes.
- Assists the Food & Beverage Manager in maintaining proper inventory levels of food, beverages, and supplies.
- Inspects prepared food and beverage products to maintain quality standards.
- Maintains compliance with established budget for purchase and preparation of food and beverage items to minimize waste.
- Other duties as assigned.

**Supervisory Responsibilities:**

This position supervises Food & Beverage non-exempt staff.

**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.

- Knowledge of commercial food preparation methods.

- Illinois Food Manager Certification required; alcohol and allergy certification may be required.
- Ability to work with a variety of individuals in a fast-paced environment with a high degree of accuracy.
- Minimum of 18 years of age to apply.
- Must complete the ASM Global application for employment.

**Education and / or Experience:**

- Previous food supervisory experience preferred.
- Associate's Degree in Culinary Arts or related field preferred.
- High school diploma or equivalent.

**Skills and Abilities:**

- Ability to work a flexible schedule and long shifts according to the needs of event business, including nights, weekends, and holidays.
- Excellent organizational and planning skills required.
- Strong customer service orientation.
- Professional and discreet communication skills, written and verbal.
- Willingness to work with a variety of individuals and provide training, coaching, mentoring, and follow-up.
- Ability to lead by example in execution of food safety programs.

**Computer Skills:**

- Proficiency in use of electronic mail systems (Outlook).
- Familiarity with MS Office applications (Word, Excel, PowerPoint)
- Familiarity with food cost budgeting concepts and software applications preferred.

**Other Qualifications:**

- Must have reliable transportation.

**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.

- Work is performed in a fast-paced environment requiring multi-tasking and overlapping deadlines. Ability to work extended and/or irregular hours including nights, weekends and holidays as needed. Must have the ability to walk extended distances and climb stairs. Physical requirements include the ability to frequently lift up to 25 lbs., and occasionally up to 50 lbs.
- 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 to communicate with guests and staff; vision sufficient to safely navigate pathways,

stairs and workspaces with limited ambient lighting. 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](#).

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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](mailto:mjohnson@peoriaciviccenter.com).