



Position: Food & Beverage Warehouse Coordinator

Department: Food & Beverage

Reports to: Food & Beverage Manager

FLSA Status: Full-time, Hourly, Non-exempt

Summary:

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **Food & Beverage Warehouse Coordinator** at the **Peoria Civic Center**. The Warehouse Coordinator establishes and maintains the organization of the Food & Beverage warehouse, receives deliveries and distributes product throughout the facility to Food & Beverage sales areas.

Essential Duties and Responsibilities:

- Match actual goods received to invoices, immediately resolving discrepancies.
- Transfer food and beverage items to concessions and bars according to procedures.
- Properly store and rotate product in the food & beverage warehouse area, refrigerators, and freezers to minimize waste and spoilage.
- Receive shipments and organize product for storage.
- Maintain a well-organized and clean warehouse area.
- Ensure product is stored according to health department guidelines.
- Maintain and reconcile transfer sheets and logs as required.
- Other duties as assigned.

Supervisory Responsibilities:

Direct, lead, train, coach Food and Beverage staff when assigned to Warehouse duties.

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.

- Must be at least 18 years of age to apply.
- Complete an application for employment via the ASM Global Career portal.
- English language fluency, written and verbal.

Education and / or Experience:

- High School diploma or equivalent.
- Working knowledge of Food & Beverage operations required.
- Ability to accurately count and mathematically track inventory.

- Servsafe certification required.

Skill and Abilities:

- Ability to work a flexible schedule, including days, evenings, weekends, holidays as needed according to the event schedule and supplier deliveries.

Computer Skills:

- Proficiency in use of electronic mail.
- Ability to learn the use of an electronic timeclock for tracking hours worked.

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.

- Ability to lift, pull, push up to 50 pounds regularly, and up to 100 pounds occasionally.
- Ability to climb stairs and navigate narrow passages and confined spaces in low lighting.

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.