

LAKE COUNTY PARKS & RECREATION

Job Description

Position Title: Food and Beverage Manager
Park Location: Deep River Waterpark
Division: Recreation and Special Facilities
Supervisor: General Manager of Deep River Waterpark
Classification: Exempt
Salary: \$37,525

Primary Responsibilities: Responsible for the daily operation of food services, including catering operations at Deep River Waterpark. Additional duties include development of menus, inventory control and providing exceptional customer service to park visitors. Works in conjunction with the management team in the hiring, training and development of park staff.

Essential Functions of the Job: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Provides exceptional customer service to park visitors in a courteous, friendly, tactful manner.
- * Provides training and monitors Food and Beverage staff to ensure they are following established food safety preparation procedures.
- * Generates personnel work schedules for each pay period and issues schedules to staff.
- * Schedules banquets and catering events and coordinates food services for outings.
- * Cleans and degreases kitchen equipment.
- * Monitors food and beverage supplies, placing orders as necessary while controlling inventory.
- * Assists human resources with staff development.
- * Performs daily equipment and food stand inspections, including reading/logging ice house meters.
- * Assists with ice-skating season and oversees ice-skating staff.
- * Creates menu items and ensures they are delivered on time and in acceptable quantity and quality.
- * Investigates and helps to resolve visitor concerns and complaints.
- * Provides food service for various park sites and programs (i.e., ordering, preparing and delivering food items).
- * Assists with the supervision of waterpark staff in the absence of the supervisor.

Knowledge, Skills, Abilities:

- * Understanding of food and beverage operations in a recreational setting.
- * Ability to handle catering operations.

- * Ability to communicate and work with the public.
- * Ability to develop and manage budgets.
- * Possess food safety and sanitation knowledge.
- * Ability to develop and implement a variety of menus.
- * Time management, staff hiring, training and report writing.
- * Knowledge of food inventory and cost control systems.
- * Knowledge of all appropriate health codes.
- * Ability to multi-task with frequent interruptions.

Competencies:

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| * Business Acumen | * Performance Management |
| * Collaboration Skills | * Presentation Skills |
| * Communication Proficiency | * Project Management |
| * Customer/Client Focus | * Problem Solving/Analysis |
| * Decision Making | * Results Driven |
| * Ethical Conduct | * Strategic Thinker |
| * Financial Management | * Teamwork |
| * Initiative | * Time Management |
| * Leadership | * Thoroughness. |

Qualifications: Bachelor’s degree from an accredited university, with an emphasis on Park Management, Business Management or Food Service. Must also possess the necessary sanitation certifications. Two years’ experience may be substituted for each year of education.

Licensing & Certifications: Must possess a valid Indiana Driver’s License. Must also have valid county food handler’s certification and ServSafe certification.

Directions Provided to Others: Supervise food and beverage staff and winter ice-skating staff, and assist in the supervision of other staff members in the absence of the supervisor.

Machines, Tools, Equipment & Work Aids Used: Kitchen equipment and utensils, cooking appliances for all food stands, standard office equipment.

Vehicles Used: Park passenger vehicles.

Physical Requirements: 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.

Physical Demands

Overall Physical Strength Demand (*Moderate*)

Lift and/or exert force up to 50 lbs. occasionally, 10 lbs. frequently or insignificant amounts constantly or

requires walking or standing to significant degree.

<i>Codes</i>	<i>Physical Demands</i>	<i>Codes</i>	<i>Physical Demands</i>
F	Standing	R	Sitting
C	Walking	O	Lifting
F	Pushing/Pulling	O	Carrying
F	Reaching	O	Handling
C	Fine Dexterity	O	Kneeling
O	Crouching/Bending	N	Crawling
O	Repetitive Motion	O	Twisting
R	Balancing	R	Climbing
C	Vision (Correction Required)	C	Hearing
C	Talking	O	Foot Controls (Driving, Operating Equip, Etc.)

Continuously (C) Frequently (F) Occasionally (O) Rarely (R) Never (N)

Environmental Factors

<i>Codes</i>	<i>Health & Safety</i>	<i>Codes</i>	<i>Environmental Factors</i>
R	Mechanical Hazards	D	Dirt & Dust
S	Chemical Hazards	W	Extreme Temperatures
R	Electrical Hazards	S	Noise & Vibration
S	Fire Hazards	W	Fumes & Odors
R	Explosives	S	Wetness/Humidity
R	Communicable Diseases	R	Darkness or Poor Lighting
N	Physical Abuse		Other (specify)

Daily (D) Several Times/Week (W) Several Times/Month (M) Seasonally (S) Rarely (R) Never (N)

Work Environment: This is a full-time position and hours of work and days are 8:00 a.m. to 4:00 p.m. Monday through Friday. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours and must work 40 hours each week to maintain full-time status.

While performing the duties of this job, the employee must be able to work alone and is exposed to inclement weather conditions. Additionally, the employee may be required to work flexible hours, weekends, extended shifts and holidays.

Work Authorization: As a term for employment, a criminal background check is required for employees that are hired into a full-time position.

Travel: This position may require some travel (i.e., training workshops, conferences).

Other Duties: Please note, this job description is not designed to cover or contain a comprehensive listing of activities. Duties, responsibilities and activities may change at any time with or without notice.

Equal Employment Opportunity: The Lake County Parks and Recreation Department provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Lake County Parks and Recreation Department complies with applicable state and local laws governing

nondiscrimination in employment in every location in which the department has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Lake County Parks and Recreation Department expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Lake County Parks and Recreation Department's employees to perform their job duties may result in discipline up to and including discharge.

The employee is expected to adhere to all company policies while employed. I have read and understand this explanation and job description.

Employee Signature

Date

