

SMG Job Description

Job Title: Concessions Manager
Department: Food & Beverage/Savor...
Reports To: Food & Beverage Manager
FLSA Status: Exempt

Summary Manages concessions operations in the facility by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Supervises and schedules concessions employees and non-profit groups for events. Supervises employees and non-profit groups in the preparation and service of food and refreshments, as well as clean-up.

Assists in the training of concessions employees and non-profit groups engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service. Assists in customer service training for employees.

Responsible for ensuring that concession stations are properly stocked and staffed for each event.

Purchases refreshments, according to anticipated demand and familiarity with public taste in food and beverages as well as within corporate purchasing guidelines. Analyzes product usage.

Directs storage, preparation, and serving of refreshments by other workers and non-profit groups at refreshment stands or circulating throughout audience.

Assigns concessions workers and non-profit groups to locations.

Complete bar set-ups for ticketed events as well as private functions.

Tabulates receipts and balances accounts.

Inventories supplies on hand at end of each day or other designated period. Ensure adequate stock levels in order to accommodate business need as well as safe, physical storage of such merchandise.

Works within guidelines for food and labor costs.

Ensures proper maintenance and repair of equipment.

Enforces nutrition, sanitation, and quality standards for food and beverage. Responsible for giving employees and non-profit groups direction in the cleaning of equipment, break down stations and general sanitation policies as set forth by the Executive Chef, Food & Beverage Manager, local, State, County and City Boards of Health.

Completes various required paperwork such as sales reports, operational reports, and payroll.

Supervisory Responsibilities

Directly supervises all employees and non-profit groups in concessions. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include

interviewing, hiring, and training employees; planning, assigning, and directing work for employees and non-profit groups; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems for all.

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

Minimum 2 year degree Associates or Bachelor's Degree (BA) from four-year college or university. Bachelors Degree preferred.

1 to 2 years related experience and/or training

Or equivalent combination of education and experience

Previous management experience in a similar venue preferred

Skills and Abilities

Demonstrated ability to control costs, generate increased revenue and manage accounts payable/receivable and financial reporting

Strong written, verbal and interpersonal skills

Ability to function in a fast-paced, team-oriented environment

Ability to train workers in preparation and cooking of foods to ensure high quality, efficient and profitable food service.

Ability to manage several direct reports

Computer Skills

To perform this job successfully, an individual should have some knowledge of computers.

Programs to include Excel, Word, Outlook, Etime.

Certificates, Licenses, Registrations

Serv Safe Certified

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 stand; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 50 pounds.

To Apply:

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Old National Events Plaza

715 Locust Street

Evansville, IN. 47708

Email: sbrown@smgevensville.com

Fax: 812-435-5858

Applicants that need reasonable accommodations to complete the application process may contact- 812-435-5770

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

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.