



## **POSITION DESCRIPTION**

**Title:** Food & Beverage (F&B) Services Supervisor/Cook

**Reports To:** Food & Beverage (F&B) Services Manager

**FLSA Classification:** Non-exempt

**Approved By:** F&B Services Manager and Human Resources Administrator

**Effective Date:** September 2017

### **POSITION SUMMARY**

The Food & Beverage Services Supervisor/Cook initiates and directs food preparation services for catering events and at the three (3) food venues (Cosmo Café located in the Space Museum, Liberty Belle Café located in the Aviation Building, and the concession stand in the Evergreen Digital Theater) on the Evergreen Aviation & Space Museum (EASM) campus. This position requires a highly-organized professional who is an effective communicator that can interact with employees from all levels and functions of the organization as well as EASM members, external customers, vendors, and stakeholders.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Performs as a working supervisor/cook.
- Plans, directs, performs, and supervises the daily food preparation and cooking activities of multiple kitchens across the EASM campus.
- Prepares in advance for daily menus or event requirements to deliver outstanding service to internal and external customers.
- Ensures excellent quality by monitoring food and inventory for freshness and appropriate stock levels on an ongoing basis.
- Ensures cleanliness in the workplace. Maintains a sanitary and clean kitchen and surrounding work area. Adheres to and model appropriate personal cleanliness standards for staff.
- Develops, implements, and enforces operational and administrative policies and procedures to ensure F&B venues and catered events run smoothly.
- Creates employee work schedules based on business need and the availabilities of F&B and/or Catering staff.
- Promotes a Safety-First culture regarding environmental health, safety, fire precautions and preparedness, and Hazard Analysis Critical Control Point (HACCP) standards.
- Identifies improvements concerning menu development, recipes, food preparation, scheduling, and safety with Catering/F&B staff and/or F&B Services Manager.
- Trains, mentors, and leads by example for the benefit of all F&B and Catering staff.
- Maintains logs on preventative and overall maintenance of F&B equipment; communicates with appropriate internal or external maintenance staff when needed.
- Determines F&B costs, plans menus, and analyzes recipes to assign prices to menu items according to anticipated customers to serve, the season, and the availability of ingredients.
- Works with external vendors on placing orders to maintain appropriate perishable and non-perishable stock inventories independently or in conjunction with the F&B Services Manager.
- Performs other duties as assigned by the F&B Services Manager.

## **SUPERVISORY RESPONSIBILITIES**

- Serves in a positive “lead by example” role.
- In conjunction with F&B Services Manager, is responsible for the training of personnel, oversees/monitors staff. Is involved in the hiring, performance management, training, development, corrective counseling, and termination decisions.

## **QUALIFICATIONS**

- A high school diploma or GED is desired; an Associate’s degree in Culinary Arts or a related field is preferred.
- Requires three (3) years of F&B back of house food preparation/cooking.
- Requires one (1) year of F&B supervisory or lead experience.
- Certification(s) related to chef-level or Culinary Arts from an accredited institution or organization is advantageous.
- A current Oregon Food Handler Card is required.
- Current, or ability to obtain within 30 days of hire, an OLCC card.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.
- Comprehensive knowledge of catering and F&B operations, service standards, event staging, guest relations, and etiquette.
- Proven ability to perform in a Lead Cook capacity, including food preparation, appetizers, entrées, and desserts.
- Knowledge of and experience in leading Hazard Analysis Critical Control Point (HACCP) in a food service environment.
- Strong time management, coordination, and organizational skills.
- Good analytical thought process, including problem solving and decision-making skills and abilities.
- Good interpersonal and communication skills, in writing and orally across various media.
- Computer-proficiency skills and abilities, including point of sale and other related programs, applications, and databases as well as Microsoft Outlook and Excel.
- Must be able to work a variable work schedule to include evenings, weekends and Holidays.

## **PHYSICAL DEMANDS**

- Constantly performs tasks with hands and fingers for grasping and holding objects.
- Sometimes performs office-related tasks at a desk or workstation while sitting, such as: keyboarding, phones, handwriting, filing, etc.
- Often pushes, pulls, lifts, and/or carries up to 50 pounds across a distance with or without supportive devices; sometimes pushes, pulls, lifts, and/or carries over 50 pounds across a distance with or without supportive devices.
- Often stands, walks, bends, stoops, crouches, reaches, climbs, and kneels throughout the work day.
- Occasionally drives or travels by car; never travels out-of-area or overnight by plane or train
- Ability to work in a kitchen environment with exposure to:
  - Raw food ingredients and cooking oils
  - Smells, smoke, and fumes related to cooking
  - Various hand-held utensils and food preparation-related machinery
  - Temperature variability (hot grills and grease vats, cold walk-in freezers or coolers)
  - Cleaning chemicals and equipment

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.