



JOB DESCRIPTION

DIRECTOR OF FOOD AND BEVERAGE

Job Title:	Director of Food and Beverage
Company:	OVG 360
Venue:	PTCC and SOEC
Salary:	\$80,000 - \$90,000
Department:	Hospitality
Reports To:	General Manager/RVP
Exempt or Non-Exempt:	Exempt
Direct Reports:	6 Managers / 120 staff

Overview: The Director of Food and Beverage is responsible for the efficient, professional and profitable operation of the assigned OVG360 food service department. This individual ultimately oversees every managerial, f/t and p/t position, and ensures full compliance with provincial and federal labour laws, sanitation and food-related ordinances, and alcohol service regulations. The successful candidate is responsible for managing the day to day business operations of the Penticton Trade and Convention Centre and South Okanagan Events Centre food service departments. This is a hands on position.

Essential Job Functions:

- Ensure legal, efficient, professional and profitable operation of the assigned OVG360 food and beverage department.
- Generate and review financial reports, including budgets, projections, forecasting, revenue analysis, disbursements, inventory, capital investments, labour and product costs, wage and salary control, P&L financial statements.
- Final decision-maker on equipment purchases and leases.
- Conflict resolution; last-resort mediation; arbitration and labor negotiations, when applicable.
- Author, review and amend policies and procedures as required.
- Author and amend contracts, and authorize terms.
- Oversee scheduling and labour allocation.
- Analyze ticket sales in relation to anticipating staffing needs and target market demographics; determine and project point-of sale to guest ratio.
- Evaluate recent historical sales and purchasing data for the purpose of identifying purchasing patterns and accurate cost of goods.
- Program and maintain the point of sale system to ensure accurate financial reporting, tracking of accountability, and commodity levels by location.
- Direct and assist managers in preparing and attaining future goals.
- Provide each manager with the proper direction and follows up on all assignments.

- Inspects the operation on a regular basis to ensure that the established quality standards are maintained.
- Prepares required reports accurately and submits them on time, follows up with department heads to ensure that their reporting is completed within the same guidelines.
- Develop an effective management team.
- Gives the managers clear direction, and provides the necessary assistance for them to perform their work.
- Evaluate each manager's performance and makes recommendations for their improvement.
- Reviews and assists in the development of menus and marketing plans with the appropriate department heads.
- Establishes and maintains personal relationships with show managers, suppliers, vendors and the public that projects the venue in a positive light.
- Assist with other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, professional and courteous manner which fosters a positive, enthusiastic and cooperative work environment.
- Ability to make sound business and operational decisions quickly and under pressure.
- Ability to speak, read, and write in English.
- Solid working knowledge of computer applications: Microsoft Office, POS systems, timekeeping systems.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess a thorough working knowledge of all existing concessions and premium services locations: geographical location, equipment, evacuation procedures, adjacent employee and guest areas, and facility access.
- Possess valid Food Safe certificate and Serving It Right certificate as required by provincial regulations.
- Possess thorough working knowledge of all applicable sanitation requirements, food preparation guidelines, alcohol service policies, safety standards, etc. pertaining to OVG360 and venue concession and premium services operations.
- Ability to manage, count and summarize inventory as part of cost of sales calculations.
- Ability to calculate basic and complex math functions (addition, subtraction, multiplication, division, percentages).
- Ability to handle cash accurately and responsibly.
- Ability to consistently adhere to the highest standards of integrity, professionalism, ethics and confidentiality.
- Ability to work independently with little direction.

Education and Experience:

- MA or MS; BA or BS with business-related major; accounting minor or credits preferred.
- Minimum 5 years of management experience in food-related or concessions industry.

Physical Requirements:

Performing the duties of this position involves extensive and continuous standing and walking. Routine activities require the employee to be able to reach with hands and arms, sit, walk, stoop, kneel, crouch and crawl. The employee is frequently required to lift up to 50 pounds. The vision requirements include the ability to adjust focus, peripheral vision and close vision.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply, please send your resume and a cover letter directly to cliff.last@penticton.ca

The South Okanagan Events Centre Complex is an equal opportunity employer. We are committed to developing a culturally diverse workforce.



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