City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>The Monument Assistant Food Services Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CAFM</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU16</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>2/11/2022</td>
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General Summary: The Assistant Food Services Manager assists with the management of daily operations and coordination of The Monument food and beverage needs to provide exceptional food, beverage, merchandise and hospitality services.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules, trains, instructs, and supervises employees at various Food and Beverage events at The Monument.
- Manages benefited and non-benefited food & beverage staff.
- Provides a safe, sanitary work environment, which conforms to all standards and regulations and achieves profitable, competitive and quality products.
- Supervises monthly inventory of food and beverage outlets and supplies.
- Provides an outstanding food & beverage experience to ALL the guests of The Monument, with emphasis on Concessions.
- Ensures outlets are set up and stocked before each event.
- Orders and takes inventory of products and supplies for events.
- Serves as a point of contact for all in house vendors, as well as touring show merchandisers and vendors.
- Maintains point of sale, electronic display and credit card systems.
- Develops, markets and delivers exciting new menus for concession outlets that incorporates classic fare with local favorites and cutting-edge trends.
- Requisitions monetary banks for all outlets, accounts for beginning cash at the opening of each outlet, and secures all monies in the vault in main office at the close of each outlet.
- Opens and closes commissary at appropriate time.
- Assists in hiring, retention & recruitment of concessions and catering staff.
- Serves in rotation with other senior staff members as manager on duty for major events.
- Works with non-profit groups and train on process for the evening.
- Days and hours will vary, position is based on events and will require nights and weekend work, performing closing manager duties in rotation.

Qualifications:

Education and/or Experience:

Associate’s degree or equivalent from two-year college or technical school and two years related supervisory experience in retail food, catering, beverage handling, and managing food and beverage staff; or five years related supervisory experience in retail food, catering, beverage handling, and managing food and beverage
staff; OR an equivalent combination of education and experience as deemed appropriate by the Hiring Authority. *Experience as a concession manager, catering manager restaurant or bar manager, sous chef or assistant sous chef is preferred.*

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must obtain a Serve Safe Certification within 120 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually very loud.

**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 walk; talk or hear and taste and smell. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision and depth perception.