

# City of Rapid City

## Job Description

<b>Job Title</b>	The Monument Director of Food Services		
<b>Job Code:</b>	CCFM	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU19	<b>Date Revised:</b>	2/17/2022
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for managing and overseeing The Monument food, beverage, and retail operation in its entirety.

### 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.*

- Formulates operating strategies to maximize profits for a variety of events.
- Prepares sales forecasts and reports of operating expenses and profitability for specific events on a monthly and annual basis.
- Projects long-range food and beverage operations goals and objectives.
- Coordinates presentation, quality, and cost control of in-house and outside vendor catering activities.
- Develops and designs diverse menus and recipes integrating industry standards and profitability.
- Establishes and monitors cash control and procedures on all in-house and outside vendors.
- Reviews the overall food and beverage working plan for each event including labor, supplies, and menu planning.
- Supervises opening and closing of concession stands; maintenance and cleaning of commissary and equipment.
- Coordinates purchasing, inventory, and cost control of food and beverage.
- Manages vendor accounts for maximum profitability and quality assurance.
- Oversees any refurbishment and remodeling of existing operations.
- Prepares and submits reports such as sales sheets, month-end reports, and purchase order reports.
- Oversees the budget for food and beverage department.
- Develops employee retention and recruitment programs.
- Works in close cooperation with sales and marketing department in designing and implementing new and existing items to increase sales.
- Serves in rotation with other senior staff members as Manager on Duty for major events.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from accredited four-year college or university; and three or more years of related experience in food and beverage operations to include three years management experience; or seven years related experience in food and beverage operations to include three years management experience; or a relevant combination of education and experience may also be deemed suitable to the hiring authority.

**Certificates, Licenses, Registrations:**

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 frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud with frequent interruptions to be expected.

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