City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>The Monument Food Services Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CCFS</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU18</td>
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<td>Date Revised:</td>
<td>2/17/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for the daily operations and coordination of activities of The Monument food and beverage needs in order to provide exceptional food, beverage, merchandise, and hospitality services. Supervises and coordinates all related culinary activities.

**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 The Monument and food and beverage events.
- Interviews, hires, trains employees; plans, assigns, and directs work; appraises performance, rewards and disciplines employees, addresses complaints and resolves problems.
- 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. Orders products and supplies for events.
- 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.
- Performs set-up, catering, food production and presentation for all food & beverage functions.
- Formulates operating strategies to maximize profits for a variety of events.
- Finalizes food and beverage billing for events.
- Opens and closes commissary at appropriate time.
- Ensures outlets are set up and stocked before each event.
- Supervises cleaning of all outlets, commissary and ensures all dishwashing is complete and satisfactory.
- Provides for clean and ready to wear uniforms.
- Assists in menu planning, development and delivery on new items.
- 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.
- Supervises and participate in the production, preparation and presentation of all food and beverage products to ensure that a consistent quality product is produced which conforms to all established standards; provides an outstanding food & beverage experience to ALL the guests of The Monument.
- Determines how food should be presented, and create decorative food displays. Ensure proper portion, arrangement, and food garnishments to be served.
- Monitors food and labor costs on a daily basis.
- Develops employee recruitment and retention programs
- Assists in adhering to budgetary requirements and capital improvement projects.
- Assists in long range planning.
- Serves in rotation with other senior staff members as manager on duty for major events.
Qualifications:

Education and/or Experience:

Associate's degree or equivalent from accredited two-year college or university; and two or more years of related experience in retail food, catering, beverage handling, and managing food and beverage staff; or five or more years of related experience; or a relevant combination of education and experience may also be deemed suitable to 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 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 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; 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 up to 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.