



Food & Beverage Manager

Bartlett Park District

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Closing Date:

Salary: \$65,000 - \$70,000 DOQ

Description:

ABOUT US

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding communities. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

JOB SUMMARY

The Food & Beverage Manager is responsible for planning, managing, coordinating, and supervising the food and beverage operations at Villa Olivia. This role oversees the following staff: Banquet and Bar, Halfway House, Beverage Cart, Event Sales, Ski Café, and Custodial. This is an at-will position.

PRIMARY DUTIES

- Coordinate and oversee special occasion event arrangements, golf outings, and other types of events/parties.
- Coordinate the purchasing and ordering of food and beverage products for Villa Olivia.
- Market, publicize, and promote Villa Olivia as a special occasion venue.
- Plan event menus and develop pricing.
- Maintain records of bills, inventory, staff and financial items.
- Maintain sanitation standards to meet Health Department regulations and internal requirements.
- Conduct and schedule orientation, staff meetings and provide training for food and beverage employees as needed.
- Review, accurately calculate and approve all food & beverage time and attendance.
- Responsible for hiring, training, scheduling, supervising, and evaluating full and part-time staff.
- Follow current hiring procedures to ensure necessary paperwork is completed in a timely manner.
- Establish schedules and methods for providing food services, identify resources and allocate resources accordingly.
- Monitor staff performance, take appropriate disciplinary action when needed, and complete staff evaluations for regular employees annually.

- Maintain excellent inter-departmental communication within the District through verbal and written means.
- Review and update staff job descriptions as needed.
- Must participate and maintain CPR certification, offered by the Park District.
- Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.
- Attend District-wide trainings, crisis trainings and staff trainings as directed.
- Attend professional educational conferences and workshops as they pertain to the position within budget parameters and with the Superintendent and Director's approval.
- Perform other duties as assigned.

QUALIFICATIONS

- Associate or Bachelor's Degree in Hospitality Management, Food Service Management or closely related field is required.
- Three years of increasingly responsible food and beverage experience, including two years of supervisory and administrative duties.
- Possession of, or ability to obtain a State of Illinois Food Service Sanitation Certificate and BASSET certification.
- Must also have a valid Illinois Driver's License and be able to provide own transportation.

SCHEDULE & PAY

This is a Full-Time, Exempt, at-will position. This position must be available and is required to work weekend and evening hours. Salary range is \$50,000 - \$80,000, with anticipated hiring range of \$65,000 - \$70,000, dependent on qualifications.

BENEFITS OFFERED

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

Interested applicants please apply via the Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your Resume and Cover Letter.**

Position will remain open until filled. Interested and qualified applicants are encouraged to apply now as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.