

**Job Title:** Food and Beverage Manager  
**Reports to:** Vice President of Hospitality  
**FSLA Status:** Salaried

The Food and Beverage Manager leads a group of professional, hard-working, energetic team members who are all empowered to do whatever it takes to deliver an exceptional guest experience. This position is responsible for all aspects of the Honeywell Foundation's restaurant and catering operation within the Honeywell Foundation.

**Essential Duties and Responsibilities (Note: Other duties may be assigned)**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Leadership**

- Hire, develop, inspire and lead the food and beverage team to exceed every guest's expectation
- Enable unparalleled guest service by leading the team by example, constantly striving to delight and surprise our guests, customers and stakeholders
- Clearly communicate expectations to all associates, holding yourself and others accountable
- Be visible in the operation, recognize and maintain relationships with regular guests as well as cultivate relationships with new guests and/or customers through effective marketing and personal relationships
- Be a part in implementing and utilizing department strategic plan

**Food Service**

- Responsible for analysis of financial statements and overall financial results of the department, including food and beverage sales, gross profits and overall profitability
- Analyze and control food and labor costs for the department
- Analyze reports and information concerning facility and catering operation such as daily food sales goals, patron attendance, and labor costs to prepare budget and maintain cost control of facility and catering operations
- Maintains safe, secure, and healthy environment by establishing, following and enforcing sanitation standards and procedures
- Plan, coordinate and manage staff for efficient and effective work results
- Plan and coordinate food service needs with customers
- Research new products and develop an analysis of the cost/profit benefits

- Review work procedures and operational problems to determine ways to improve service, performance, and safety in the front of the house and the back of the house

### **Administrative**

- Help plan and approve external and internal marketing and sales promotion activities for the food and beverage department

### **Management**

- Assure that all standard operating procedures for revenue and cost control are in place and consistently utilized
- Communicate financial information to the Vice President of Hospitality including up-to-date budget information and revenue growth programs
- Assist in preparing the annual budget for food and beverage operations
- Achieve budgeted revenues, control costs (which includes labor, food, maintenance etc.) and maximize profitability related to the facility operations
- Monitor purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases

### **Knowledge, Skills and Abilities**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Strong computer skills; Microsoft Office proficiency
- Strong communication skills
- Strong interpersonal and organizational skills
- Ability to multitask
- Outgoing personality
- Strong customer service skills
- A team player with a strong work ethic

### **Education And/Or Experience**

Bachelor's degree and five years of related leadership experience in a similar position or equivalent combination of education and experience

### **Environment and Physical Demands**

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Office environment
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day
- Constant walking and standing; frequent bending, stooping and reaching
- Occasionally lift up to 10 lbs. with the ability to push or pull more than 10 lbs.
- Ability to work in a fast paced environment
- Strong sensory skills, such as good eyesight, good hearing and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines and phones

**Other Requirements**

Position will require evening and weekend hours.

*Responsibilities are subject to change and increase as the position evolves.*