



## Position Description

Position Title: Food and Beverage Manager

Location: Simsbury, Connecticut

Status: Part Time - Hourly

Duration: Seasonal (April – October)

Salary: \$20 / hour

Working Hours: Weekends, evenings, and some weekdays (must be available to work on-site for all scheduled events at the venue which feature food and/or beverage). Average hours per week will vary dependent upon event activity, and can range anywhere from 0 – 30 hours.

### About Simsbury Meadows Performing Arts Center

Simsbury Meadows Performing Arts Center (“SMPAC”) is a regional performance and event venue located in Simsbury, Connecticut, 12 miles west of Hartford. Metropolitan Hartford’s population is approximately 1.3 million.

The venue features a modern performance stage and open-air seating for up to 10,000 people and is active from mid-April through October. The venue is the summer home of the Hartford Symphony Orchestra. In addition to performing arts, the venue hosts festivals and other community events from spring through fall.

The venue is under long term lease from the Town of Simsbury by Simsbury Performing Arts Center, Inc., a 501 (c) 3 not-for-profit organization (“SPAC”). SPAC’s mission is, through the Simsbury Meadows Performing Arts Center, to enrich community spirit, quality of life and economic development in Simsbury and the surrounding region.

SMPAC is principally a rental venue, however, presents a limited number of its own programs including, comedy, music, community-oriented festivals, and fundraising events.

### Position Overview

Under the guidance of the Executive Director, the Food and Beverage Manager will oversee all concessions and vending operations for the venue including, but not limited to food vendor and catering

contracting, bar service, inventory management, server management, POS system management, liquor permitting, and health district permitting. The Food and Beverage Manager will be expected to consistently provide an outstanding experience for donors, patrons, community partners, staff, and volunteers.

#### Roles and Responsibilities

- Provides top notch service to rental clients, patrons, and guests who provide/enjoy food and beverage at events. Responds quickly to inquiries, assesses pricing, and sets expectations to assure a successful event and positive customer experience
- Manages bar service staff/volunteers and communicates policies, procedures, and expectations to ensure the service team's success
- Serves as venue liquor permittee
- Coordinates TIPS training and ensures timely re-certification for all bar servers
- Coordinates the setup and breakdown of food and beverage stations for all events
- Oversees cash management of food and beverage operations including determination of cash advance needs, accurate accounting of cash and sales, timely deposits, proper security of cash by controlling access and employing the organization's cash handling controls and standards
- Manages pricing, ordering, receiving, and inventory control of products sold while meeting budgetary guidelines
- Receives and processes all product order invoices in a timely manner
- Works with marketing design team and/or distributors to create pricing signage
- Reviews current products offered to patrons and recommends new product offerings as appropriate
- Manages all beverage storage and service equipment and conducts regular cleanings with attention to meeting and exceeding all recommended health and safety protocols
- Maintains a safe and clean environment, ensuring that all health and liquor guidelines are followed
- Serves as liaison with Farmington Valley Health district
- Creatively develops signature beverage items that enhance the experience of all who visit the venue
- Manages point-of sale system and equipment ensuring functionality, timely updates, and efficiency of use and user training
- Hires (as needed), trains, supervises, and oversees performance management of beverage service team and works with organization's volunteer management to develop training and staffing schedules
- Monitors and meets budgetary guidelines for payroll and adjusts according to sales and event attendance
- Participates in Operations Committee meetings
- Performs other duties as assigned by the Executive Director

#### Required Knowledge, Skills, and Abilities

- Demonstrated knowledge of concessions operations and ability to handle changing needs of events and customers
- Knowledge of applicable State of CT liquor laws and health regulations
- Excellent financial management, oral and written communication skills
- Strong interpersonal and relationship building skills
- High level of attention to fiscal responsibility
- Detail-oriented with strong organizational skills and commitment to accuracy
- Demonstrates integrity throughout all facets of work

- Highly flexible and adaptable to change
- Demonstrated ability in technology use and point of sale system management

#### Qualifications

- High school diploma or equivalent, college degree in relevant field preferred.
- TIPS training and ServSafe certification training required prior or after hiring
- Minimum three years' experiencing managing others in a food/beverage environment
- Due to the nature of the performing arts venue's activity, a flexible schedule is required

#### Working Conditions and Physical Tasks

- Considerable standing and walking
- Ability to frequently lift and or move up to 50 lbs, bending and stretching overhead is required
- Outdoor events will expose this position to extremes in temperature and inclement weather
- Some local travel necessary; valid driver's license and access to own insured vehicle required
- Employee may be required to operate/drive a Bobcat, Cushman and/or golf cart.

#### Diversity and Inclusion

Simsbury Performing Arts Center (SPAC) is committed to creating a diverse, equitable and inclusive environment in its board, staff, vendor relationships and entertainment offerings. We are dedicated to creating a diverse and inclusive culture where everyone feels welcomed, valued and included, onstage and off. We believe we are stronger as an organization when we embrace the unique attributes, characteristics, abilities, and perspectives of all individuals.

SPAC does not discriminate or permit discrimination in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.