

FOOD AND BEVERAGE MANAGER*

Function of Job:

Under administrative supervision of assigned manager, responsible for all functions of a quality food and beverage operation, including management supervision, fiscal performance, service standards, food production, and food and beverage control systems.

Characteristic Duties and Responsibilities:

1. Supervise staff, including hirings, terminations, work assignments, evaluations, and coordinating training.
2. Set and maintain restaurant/dining service standards.
3. Set pricing policies and portion/quality standards in conjunction with chef's menu planning, acceptability in the market place, and targeted profitability goals.
4. Ensure purchasing standards and costs are within guidelines.
5. Independently, or in conjunction with campus purchasing as required, negotiate contracts, terms and conditions for specialty food and services, equipment, entertainment and purchases for resale as needed.
6. Prepare and maintain annual budget and achieve targeted profitability.
7. Ensure quality of finished product served in bar and restaurants.
8. Maintain physical appearance and cleanliness standards of both personnel and food and beverage areas including kitchen, bar, and restaurants.
9. Responsible for security related to cash handled in food and beverage area.
10. Respond to employee and customer needs to effect timely changes.
11. Develop promotional and advertising program for restaurant/dining area.
12. Consult with staff, as required, concerning maintenance of budgetary items including payroll, food and beverage costs, equipment costs, and renovations.
13. Review daily property management system data; take appropriate action such as price or menu change; review monthly data to determine food costs and revise pricing or menu.
14. Utilize computer software to purchase, control, and inventory food and supplies.
15. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in hospitality, business management or closely related field and four years of experience in restaurant operations including at least two years of supervisory experience in large restaurant/dining facility; or Associate's degree and six years of experience; or high school graduation and Certified Food and Beverage (CFBE) or Certified Executive Chef (CEC) professional certification and eight years of experience.

Additional Desirable Qualifications:

1. Work experience in a college/university environment.

9/4/2001
System Approval

7/2/2001
Effective Date

*Original approved 10/6/78 as Food and Beverage Manager; revised 7/28/81 as Food and Beverage Manager II.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position