

## JOB POSTING DETAILS

<b>Employer</b>	Sault College Students' Union (SCSU)	<b>Job Type</b>	RI
<b>Job Title</b>	Food & Beverage Manager	<b>Duration</b>	Full Time, 1 yr
<b>ES Job ID</b>	12676	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	May 18, 2022	<b>Closing Date</b>	May 27, 2022

### Job Overview - Description & Duties

Sault College Students' Union is a student-led organization representing all full-time fee-paying students at Sault College. Our mission is to create an exceptional student experience through student-focused programs, services, and advocacy. Our vision is to empower our student community to succeed in a changing world. We strive to do this as an active member of the Sault College community, facilitating opportunities for student leadership, and creating strategic partnerships to improve the quality of life on campus.

The Food and Beverage Manager helps achieve this by ensuring the SCSU Pub (Odeno) delivers quality service and promotes a welcoming and professional environment for all students, faculty and staff at Sault College. This role will be part of a growing team and have the unique opportunity of helping us launch new and newly renovated spaces to the Sault College community.

#### General Responsibilities

The Food and Beverage Manager is responsible for the operations of Odeno. The Food and Beverage Manager must follow all SCSU Policies and Procedures and be knowledgeable and act within all AGCO Guidelines, Health and Safety regulations and Algoma Public Health regulations as well as any other pertinent rules or legislation.

The Food & Beverage Manager will also work in collaboration with the SCSU Program Manager and Sault College's departments in executing events and marketing initiatives. They will also lead menu development, food programming, vendor relations, and oversees hiring, training, scheduling of approximately 20-25 employees. This role ensures that catered events, scheduling, training, cash, and inventory management are fulfilled effectively.

#### Specific Responsibilities:

Not all functions and duties are contained within this description. The position may be modified from time to time due to ever-changing and adaptive hospitality environments. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:

- Supervision of all staff to ensure quality and efficiency
- Maintain desired inventory levels
- Accountable for all beverage inventories; responsible for the weekly/monthly completion of the inventory and ensuring its accuracy
- Coordinate planning, budgeting, and scheduling to ensure that all operational requirements are met
- Responsible for ordering, receiving, storing, and maintaining proper stock levels
- Maintain all labour costs in the area, manage waste, and strive for a balanced budget
- Provide direction, leadership, motivation and coaching to staff
- Development of new menu items and catering programs
- Recruiting, hiring, training, scheduling, discipline, and evaluating employees appropriately
- Support market research and promotion of the operation by working closely with the SCSU Program Manager
- Balance cash tills and deposits at the start and end of each shift
- Maintain a positive public relationship and rapport with customers and staff alike
- Knowledge and application of all equipment set up and takedown procedures and their proper use.
- Must have a strong grasp of all AGCO regulations and attend seminars as directed

- Travel from time to time will be required for conferences

TERM: Full Time - 1 year contract - possibility of renewal

HOURS: Up to 40 hours per week

SALARY: \$47,320

### **Required Skills**

QUALIFICATIONS: Food Safe Certification, First Aid, WHMIS, Security License, Smart Serve Certification, Valid Driver's License

TECHNICAL REQUIREMENTS: Strong understanding and abilities with POS Systems, Microsoft Office, and Cloud-Based Software.

### **Other Requirements**

- A strong passion for leading the team to provide an exceptional experience
- Punctual, Organized, and Enthusiastic
- Creativity and a passion for foodservice
- Team-First attitude and strong leadership
- Able to multi-task
- Great listening and communication skills
- Able to problem solve
- Outgoing and positive
- Responsible, accountable, and professional
- Exceptional decision-making skills
- Demonstrates personal integrity & honesty
- Ability to work extended hours, evenings, and weekends when required

### **How to Apply**

Please submit your resume, cover letter and three references to the attention of Sue Misasi, Executive Director at [SCSUjobs@saultcollege.ca](mailto:SCSUjobs@saultcollege.ca)