

Cascade County

Job Vacancy Announcement

Position: Food & Beverage Associate	Closing Date: April 5, 2012
Dept.: State Fair/ExpoPark	Dept. Adm.: Lisa Bracco
Type of Position: Full Time	Salary: \$26,000-\$30,000
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION OF POSITION

Responsible for assisting the Event Director in directing and coordinating daily operations of the food and beverage service delivery, compliance with food inventory controls, staffing and product costing, food services contract coordination, and sales at ExpoPark. Assist with food and beverage area at public gatherings, sports events, concerts, and other events within the ExpoPark complex; assists with scheduling part-time concession staff, prepare and sell over-the counter food and beverage items, and accountable for cash handling and financial sales records; assists the Event Director with the supervising of the concession workers; works with Event Director in planning menus for all food service locations considering customer base, popularity of various dishes, costs, and a wide variety of other factors; works with the Event Director on schedules and coordinates the work of cooks and other kitchen employees to ensure that food preparation is economical and technically correct; conducts regular physical inventory; orders all food and supplies for each event; assists with the necessary data for the budget in area of responsibility; projects annual food and labor costs; works with caterers to determine pricing schedules, availability, and customer satisfaction; maintains high sanitation and hygiene expectations which meet or exceed standards and regulations; enforces sanitary practices for food handling, general cleanliness, and maintenance of kitchen and concession areas; needs to be present in the service areas to maintain contact with clients to assess the satisfaction level achieved, and to take any corrective action necessary; assists with compliance of all environmental health standards; evaluates and recommends methods for increasing the over-the-counter sales; ensure a safe working and guest environment to reduce the risk of injury and accidents; reports sales, deposit, and inventory data; exhibits a high degree of customer service skills and positive attitude with staff and customers; assists with counting tills and ensuring all cash handling procedures are followed. The position is challenged by the nature of an event driven facility and the concession requirements. The position is required to work sporadic hours, nights and weekends.

JOB REQUIREMENTS

Knowledge and understanding of: Planning and scheduling techniques; food preparation and serving; health standards and regulations for food handling; inventory and purchasing controls for concession stands; monitoring cashing and cash control procedures; environmental health standards for food and beverage; food, beverage and novelty concession operations, promotion, management and needs; safety rules, procedures and practices.

Skills in: Handling the pressures of simultaneously coordinating a wide range of concession activities and recommending appropriate solutions to problems; communicating well with a diverse staff, promoters, customers, temporary workers and the general public both orally and in writing, using both technical and non-technical language.

Ability to: Get along with diverse groups people and ability to be a team player; maintain favorable working relationships with all the employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity and efficiency/effectiveness; prepare accurate and reliable reports, accounting and book keeping data and concession sales projections; operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties; speak clearly and persuasively in positive or negative situations; write clearly and informatively, varying writing style to meet needs; use professional knowledge and skills both technical and managerial; read and interpret written information; complete work in a timely manner; observe safety and security procedures; maintain confidentiality; promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure.

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Business Administration, Hotel/Restaurant Management, Business Management, or a closely related field **or** Associate's degree in Business Administration, Hotel/Restaurant Management, Business Management, or a closely related field **and** two (2) years' experience in food service management, business management and/or inventory controls **or** any equivalent combination of experience and training totaling four (4) years. Must have a valid Montana Driver's License.

The successful Applicant shall serve a 6 month probationary period and a criminal background check will be conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.