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# Food & Beverage Supervisor

## Wintrust Crossroads Sports Complex of New Lenox

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### **Job Description**

Under the supervision of the Assistant Director of Food & Beverage, the Food & Beverage Supervisor provides leadership and oversight of the Food & Beverage operation at the New Lenox Crossroads Sports Complex. This position is responsible for supervising staff and management personnel, overseeing budgets and financial reporting, ensuring policy compliance, and supporting long-term operational success.

### **Qualifications**

Must be able to uphold and enforce Park Districts Policies and Procedures and be able to provide work direction and supervision and have a comprehensive understanding of inventory control and budgeting. Illinois BASSET Alcohol Training and Illinois Certified Food Protection Manager Certificate, as well as a high school diploma with 3 years' experience in Food and Beverage are required. Basic computer skills are a necessity. Exemplary communication skills and ability to work with the public is essential. Individuals must be able to provide quality customer service by demonstrating adaptability and problem-solving skills. Excellent leadership, communication, and organizational skills.

### **Pre-requisite:**

- Cognitive skills to follow both written and verbal directions
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment
- Available to work weekends, holidays, flexible start/end times and occasional overtime

### **Primary Responsibilities:**

This person's duties shall include, but not be limited to:

### **Beer Garden & Concessions:**

- Execute daily Food & Beverage operations including Beer Garden and concessions
- Coordinate setup and breakdown for tournaments and special events
- Assist with menu execution and daily service planning
- Ensure compliance with food safety, alcohol service, and Park District policies
- Promote safe work practices for staff and patrons
- Ensure compliance with digital/electronic payment procedures

### **Staff Supervision & Training:**

- Supervise the Food & Beverage Manager, staff, and volunteers
- Plan, organize, and assign work schedules and daily operations
- Interview, hire, train, and evaluate Food & Beverage staff
- Address employee performance issues and assist with disciplinary actions

### **Operations:**

- Oversees Food & Beverage operations including Beer Garden and concessions
- Oversees set up and breakdown for tournaments and special events
- Oversees Beer Garden and concession operations to ensure compliance with all policies and regulations
- Oversees safe work practices for staff and patrons
- Oversees compliance with digital/electronic payment procedures
- Approves menus and special event service plans
- Identify opportunities for service improvements and operational efficiencies

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### **Budget:**

- Assist in developing, monitoring, and managing Food & Beverage budgets
- Review and approve payroll and bi-weekly timesheets
- Oversee inventory purchasing and cost controls
- Assist in the review of profit/loss statements, sales reports, and inventory documentation

### **Reporting:**

- Prepare and submit operational and financial reports to the Assistant Director of Food & Beverage
- Assist with month-end and year-end financial reporting
- Contribute to the preparation of monthly board reports related to Food & Beverage operations

### **Secondary Responsibilities:**

- Serve as primary backup to the Assistant Director of Food & Beverage
- Perform other duties as assigned