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**TITLE:** Assistant Food and Beverage Manager

**DEPARTMENT:** Food & Beverage

**REPORTS TO:** Director of Food & Beverage

**TYPE OF POSITION** Full Time, Salary

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**MINIMUM QUALIFICATIONS:**

- Serving It Right and Food Safe certificates required
- Minimum 2 year in Assistant Food and Beverage Manager role or equivalent fast paced role. Fine dining and/or banquet experience preferred.
- Must be able to work a fluctuating work schedule that will vary depending on events schedule (including days, evenings, weekends, holidays, etc.)

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment. Must be fluent in English both written and verbally.
- Ability to lead in a team-oriented, fast-paced, event-driven environment, standing for long periods
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to handle cash accurately and responsibly.

**DUTIES & RESPONSIBILITIES:**

- Thorough knowledge of POS system, policies and procedures. Must be familiar with the menu.
- Responsible for ensuring all standard operating procedures and policies are implemented and adhered to by the team members to successfully operate the facility.
- Responsible for tending to guest inquiries/concerns promptly with professionalism
- Maintains sanitation, health and safety standards in work areas
- Manage hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees
- Work closely with the Director of Food & Beverage, ensuring all inventory is maintained and documented accurately and place weekly orders.
- Processes payroll, maintain employee files and plans vacation time accordingly
- Oversee the function of all Food and Beverage team members, facilities, sales and costs to ensure maximum departmental profit is achieved
- Responsible for proper Serving It Right procedures are being maintained and recognizing guests that are visibly intoxicated and taking action when necessary
- Performs other duties as assigned

**This job description is subject to change.**

**To apply for this position please either email your resume to**  
Marty Morel, Director of Food & Beverage at [marty.morel@abbotsfordcanucks.ca](mailto:marty.morel@abbotsfordcanucks.ca), or by person  
ATT: Marty Morel – Director of Food & Beverage  
33800 King Road Abbotsford BC, V2S8H8