

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Director, Food and Beverage
<b>Department:</b>	Cafe
<b>Supervisor:</b>	Deputy Director
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt
<b>Work Hours:</b>	
<b>Date Issued/Revised:</b>	06/11/2015

### Job Summary:

Responsible for overall operation of food and beverage services for the Museum. Plan and implement budgets, hire, train and supervise direct reports and apply relevant principles to assure guests are consistently taken care of.

### Minimum Qualifications:

Culinary school diploma or degree in Food service management, BA, or related field or equivalent combination of education and experience. Knowledge of Labor Laws, Health Codes, Safe Food Handling and Sanitation, Safety and Security systems and procedures. Working knowledge of various computer software programs (MS Office, POS). Ability to spot and resolve problems efficiently. Communication and leadership skills. Up to date with food and beverages trends and best practices. Ability to manage staff and meet financial targets. Guest oriented and service minded

### Desired Qualifications:

- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

### Essential Duties:

- Develops an operating budget for department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained.
- Assures that effective orientation and training for new staff are planned and implemented.
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Helps plan and approves internal marketing and promotion activities for 2 café locations.
- Helps plan and approve the staffing and scheduling procedures and job description/specifications for all department staff.
- Develops and approves the menus proposed by chefs for 2 locations and special events.
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages and food safety and sanitation.
- Researches new products and develops an analysis of the cost/profit benefits
- Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases.
- Reviews new techniques for food preparation and presentation in a manner and variety to maximize guest satisfaction and to minimize food costs.
- Addresses guest complaints and develops appropriate corrective actions.
- Develops innovative options for promoting cafe functions.
- Assists in planning and implementing procedures for special events.
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Approves all product invoices before submitting to the accounting department.
- Manages physical inventory verification and provides updated information to the accounting Department
- Establish policies and procedures on the deployment and use of integrated Information Technology platforms including Point of Sale, Inventory Management and Food and Beverage system to automate sales processes, accurate control of inventory and food and beverage expenditures. Responsible for the proper accounting and reconciliation of the Point of Sale systems.

- Maintains records of special events, house counts, food covers and daily business volumes.
- Audits and approves semi-monthly payroll.
- Additional duties as assigned.

**Traits and characteristics:**

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

**Working Conditions and Atmosphere:**

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Ability to tolerate heat and humidity in a busy kitchen environment. Ability to lift, hold, and carry up to 50 pounds of kitchen equipment and supplies. Ability to work standing for majority of the 8 hour shift. Noise level is usually normal; ability to hear and listen, and speak clearly. Ability to taste a wide variety of flavors in order to ensure high quality menus. Ability to work a flexible schedule including days, evenings, nights, weekends and extended shifts of up to 15 hours. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

Disclaimer: The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.