



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – FOOD AND BEVERAGE SERVICE COORDINATOR

Department: Hospitality  
Status Full Time, Hourly, Non-exempt

Supervisor: Food & Beverage Manager  
Date Posted: November 5, 2018

**Position Summary:** Responsible for the successful execution of Meijer Gardens Hospitality food & beverage functions, ensuring a quality experience for all guests. The position is required to coordinate and offer hands on service. Works independently, as well as with effective direction and support for other staff members, volunteers and vendors.

### Essential Functions:

Coordinate, organize and implement food & beverage services for events and concerts

- Maintain organized information and execute details as coordinated
- Provide floor coverage for food and beverage services
- Monitor quality and consistency of products throughout distribution.

Coordinate, document and inventory items aligned with beverage services

- Maintain organized inventory
- Document inventory needs and usage per event or concert

Assists with delegation of staff responsibilities and monitor performance

- Verify staff is onsite as scheduled and assign areas of responsibilities
- Verify details and share communications with service staff and culinary
- Monitor performance and ensure consistent service

Monitor and maintain cleanliness and general organization of facility and equipment

- Report any service needs to supervisor
- Maintain all health department standards
- Ensure set-up, clean-up and sanitation of all food and beverage areas

Coordinate and document food and beverage accounting information

- Collect payments, fill out paperwork and process cash, checks and credit cards in accordance with accounting procedures
- Secure cash for all registers and assign responsibility to staff by register
- Oversee accurate balancing of registers

Coordinate and maintain knowledge of Point of Sale systems including reports, system changes, and software updates

### Other Functions:

- Assist with interviewing and hiring

### Expected Functions:

- Maintain quality communications and organizational skills; meet deadlines
- Adhere to and enforce all Meijer Gardens' policies, procedures and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Contribute to a positive team approach and professional customer service; lead by example.
- Embrace the fact we are a non-profit institution that serves the public
- Exhibit strong moral and ethical values
- Assist with training and performance standards
- Other duties as assigned by supervisors

Education and / or qualification preferred:

- 2-3 years of Catering / Banquet experience with a working knowledge of bar service
- 2-3 years of experience in Customer Service
- Event coordination experience helpful
- Ability to work in a fast-paced, multi-disciplinary environment comfortably and professionally
- Strong computer and communication skills required including experience with Microsoft Office, Excel, Word and Outlook. Experience with POS, CAD and event software is a plus, but not required
- Detail oriented with strong organizational skills
- Skilled in establishing priorities and managing workloads but able to follow directions
- Valid driver's license with an acceptable driving record
- Able to work a flexible schedule including days, nights, weekends and holidays
- Available to work most if not all summer concert dates

Working Conditions: Fast paced environment in a cultural organization requiring high levels of social contact and physical work. Very customer service-oriented work, requiring multi-tasking in a hands on manner i.e. office work, floor coverage and communications. Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50lbs unassisted) bending, walking and standing for long periods of time. Occasionally required to work under inclement weather conditions

If you are interested in working for one of West Michigan's premier cultural institutions and with a highly-motivated team... send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org) or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens and Sculpture Park is an EOE.  
*All candidates are required to submit to our background and drug screening process.*