Title: Food & Beverage Manager  
Date: January 2022

Reports to: Director of Operations  
FLSA Classification: Full Time- Exempt

Department: Operations  
Pay Range: $50,000 Annually

Job Summary:
The Food and Beverage Manager is a member of the Operations Department and works closely with the Director of Operations in supervising all aspects of the Atlas Café. The Food and Beverage Manager is responsible for all food and beverage sales and distribution at the Atlas Performing Arts Center, to include coordination with clients and stakeholders for their event needs. They work closely with the Programming Department, Production Department, and the Finance and Administration Department on the planning, advancement, execution, and close out of all food and beverage related events at the Atlas Performing Arts Center.

Supervisory Responsibilities:
- Part-time food and beverage associates - In conjunction with the Director of Operations, identify the future needs to hire part-time food and beverage associates

Duties & Responsibilities:

- Atlas Café Management
  - Identify and secure appropriate licensure to include food and beverage sales licenses, alcohol sales licenses, manager licenses, etc.
  - Ensure that the Atlas Café is kept clean and sanitized in line with DC Health regulations, and coordinate all necessary inspections for continual operation
  - Develop and maintain a menu and pricing structure that complements Atlas programming and events
  - Create and manage all vendor accounts, managing inventory and orders as necessary
  - Identify and implement a point-of-sale solution
  - Serve as the point of contact for all food and beverage requests including the planning, execution, and closeout of events
  - Support internal and external merchandise sales
  - Operate the Atlas Café at all performances and events
  - Participate in the creation and management of Atlas Café budgets
  - Attend weekly Operations Department meetings, production meetings, cross-departmental meetings, and ad hoc meetings as required
  - Support fellow team members in their duties as necessary to ensure a seamless and professional experience
  - Support a safe and healthy workplace

- Event Management - Food and Beverage
  - Work closely with the Programming and Production Departments to identify and execute Food and Beverage requests, with special attention to cultivation events
  - Work closely with the Programming Department on pre and post show lobby activations including the café concert series
  - Work closely with the Development Department on donor events including special fundraising and gala events
Work closely with the Marketing Department on establishing relationships and cross promotional events with local food and beverage establishments
- Work with internal and external clients to create top quality events while upholding the highest standards in professionalism.
- As necessary, support Atlas teams and clients with hands-on project participation

**Required Skills & Abilities:**

- Superior people skills in a customer service environment
- Excellent verbal and written communication skills
- Excellent computer skills with knowledge of industry-specific software such as Microsoft Office, Point of Sales solutions, etc.
- Strong attention to detail
- Excellent financial, administrative, and organizational skills
- Excellent interpersonal skills and ability to work well with a team
- Ability to coordinate efforts of various teams to present a coherent message
- Ability to work nights and weekends as required
- Ability to multi-task under time constraints and effectively lead staff
- Ability to operate in a flexible manner and adapt to changing circumstances

**Education & Experience:**

- Minimum three years of food and beverage management experience

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to communicate in person, on the telephone, and electronically. The employee is frequently required to use hands to finger, handle, or feel in order to operate computer keyboard, office equipment, and other essential tasks. The employee is frequently required to sit, stand, walk, bend, stoop, crouch, and reach with hands and arms. This position infrequently lifts, carries, or otherwise moves and positions objects weighing up to 50 pounds and may walk as much as 1 to 2 miles using stairs. **Prolonged periods in fast paced, dynamic environments.** Must be able to work evenings, weekends, and holidays with frequent work 5 to 6 days per week.

Office environment - primarily seated, using computer, phone and other routine office equipment.

**Benefits:**

Health, dental, and vision insurance, paid vacation, holiday, personal days and sick leave, Costco membership, retirement.

**An Equal Opportunity Employer**

Atlas Performing Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested candidates should submit a cover letter, resume, and three professional references via atlasperformingartscenter.easyapply.co