



# UKARIA

## **Duty Statement**

### **Position**

Food & Beverage Manager (0.8)  
UKARIA Cultural Centre

### **Reports to:**

General Manager Operations (GM Operations)

## **Role Overview**

The Food & Beverage Manager (F&B Manager) is a hands-on role, responsible for the delivery of all food and beverage services at the UKARIA Cultural Centre and Twin Peaks.

This role is required to ensure high quality F&B in line with UKARIA's food philosophy which promotes the use of seasonal, local, fresh, organic (where practical) and healthy produce as the basis of all menus, artist meals and casual dining. This role is also responsible for the procurement of all non-alcoholic beverages including top quality barista coffee and has input into the development of the wine list in collaboration with the GM Operations.

The person in this role works collaboratively with the Operations team to ensure the planning and delivery of all events. They are responsible for entering events into the booking system, generating contracts, invoices, banking, preparing reconciliation reports and ensuring delivery of the event on the day by overseeing service/ rostering appropriate F&B Supervisors.

The F&B Manager recruits, trains and rosters casual F&B staff. They must also ensure protocols and procedures are followed by all staff and contractors to ensure a hygienic, safe and efficient workplace.

## **Key Relationships**

The person in this position must work co-operatively with;

- External caterers
- F&B suppliers
- F&B service providers
- Operations team

## **Key Accountabilities**

### **Events**

- Conducting site inspections for clients
- Assisting the General Manager, Operations with the preparation of venue budgets

- Overseeing the operation of the bar for all small events including cash management and bank reconciliation
- Ensuring there is a Responsible Person rostered at all times
- Training and rostering casual staff for all events which require F&B
- Ensuring all F&B staff comply with the business rules (WHS, RSA, HACCP)
- Overseeing the quality of all catering delivered to site
- Liaising with floor and kitchen teams to ensure smooth delivery of event
- Obtaining feedback after all events – UKARIA presented and external hires
- Ensuring all venue hire information on the website is current

### **Delivery of F&B for external events**

- Liaising with the client to provide excellent customer service which generates positive feedback/repeat business
- Liaising with the caterer to ensure client expectations are met/exceeded
- Liaising with the Operations team to ensure client expectations are delivered
- Co-ordinating the set up/pack down for all events including staffing
- Issuing contracts and invoices
- Ensuring invoices are paid prior to events
- Maintaining an accurate booking system
- Post-event financial reporting

### **Delivery of F&B for UKARIA events including Bar, Casual Dining and Artists' meals**

- Smooth operation of events
- Co-ordinating the delivery and plating of food for small events including pre-event platters
- Ordering all perishable food from the caterer and suppliers as required
- Provision and delivery of artist meals at UCC and Twin Peaks

### **Beverage Procurement and Stock Control**

- Compliance with the terms and conditions of the UCC Liquor Licence
- Developing the parameters of the wine list and drinks packages in close collaboration with the GM Operations
- Procuring all beverages on favourable terms
- Ordering all non-alcoholic beverages
- Stock control
- Ensuring correct stock is on hand for events

### **Knowledge and Skills**

- The ability to function efficiently and professionally in a restaurant environment with multiple demands
- Capacity to create effective and timely solutions to issues as they arise
- Demonstrate leadership of a team using respectful management strategies whilst being an integral part of that team.
- Confidence and ability to make appropriate decisions independently.
- Exceptional interpersonal skills
- Demonstrated abilities in conflict resolution
- Knowledge of strategies required for successful restaurant business performance
- Excellent organisational skills

### **Special Requirements**

There is a requirement for the person to work evenings, early mornings and weekends to deliver events.

Ability to oversee and or participate in lifting and movement of equipment and furniture.

Maintain current certificates for;

- Responsible Service of Alcohol
- Food Safety
- First Aid
- Driver's License

### **Direct Reports**

Casual F&B staff

### **Hours**

0.8 FTE

### **Location**

This position is based at the UKARIA Cultural Centre, 119 Williams Rd, Mt Barker Summit.

### **Other Duties**

As directed by the GM Operations from time to time.

19 January 2023