



International College of Management Sydney

Job and Position Description

Position Title: Food & Beverage Coordinator
Reports to: Food & Beverage Manager
Direct Reports: N/A
Key Relationships: Operations/Kitchen/Food & Beverage Supervisor

Accountabilities/Responsibilities:

Key Responsibility Areas (KRA)	Key Duties and Accountabilities	Performance Review Measurement Criteria (PEAR)
1. Event Bookings	1. Accuracy of Event 2. Efficient running of event	Guest Feedback Financial Reports
2. Service Quality	1. Effective Rostering 2.	Guest Feedback
3. Administration support	1. Prepare and distribute rosters 2. Update of Food & Beverage Reports 3. Stock Control & Ordering 4. Notify of any OHS & Issues	Financial Reports Guests Feedback Monthly Reports
4. Revenue Management	1. Promote the surrounding areas of the College to all guests 2. Actively Up Sells 3. Correctly record of all sales transactions 4. Explain menu, products and pricing to guests 5. Develop a good working knowledge of menu items	Financial Reports
5. Expense Control	1. Correctly input into the POS 2. Provide accurate and timely billing 3. Reconcile shift takings 4. Minimise breakages / loss 3. Eliminate waste	Financial Reports



Job Summary

This position assists with the running of the Food & Beverage Department of the College including:

- ~ Rostering of Food & Beverage Outlets,
- ~ Stock Maintenance,
- ~ Updating of Internal Financial Controls
- ~ Producing reports
- ~ Booking, organising and the efficient running of Internal Events.

Whilst providing the highest level of service and professional manner at all times and ensuring that all staff provide this also.

Key Result Areas (KRA)

Function Bookings

- Respond to all Internal function enquiries
- Make all bookings as requested internally
- The Efficient running of these events

Administration

- Maintain monthly costs and revenue report
- Ordering of Equipment and stock as required
- Maintain monthly internal stocktake reports
- General administration tasks including data entry and filing
- Use of Fidelio Opera for booking and accounts procedures as requested
- Report all maintenance issues to the Maintenance Manager in accordance with the defined policy.
- Ensure that any OH&S risk is reported when identified and follow up to remove associated risk.



General

- Attend all scheduled Function Meetings and All Staff Meetings
- Foster an effective working relationship with all staff ensuring efficient lines of communication
- Adopt a friendly, courteous, and professional approach at all times when dealing with staff, students and members of the public
- Possess a high level of interpersonal and organisational skills as well as effective oral and written communication
- Maintain confidentiality
- Consistently adhere to the rules, policies and procedure as issued from time to time by the College Management
- Uphold a professional appearance and act in a professional manner at all times
- Assist the Manager with additional duties as required.

Please sign in the space provided below to indicate that you have read, understood and agree to the responsibilities outlined in this job description.

Direct Manager
Food & Beverage Coordinator
Date:

Employee
Title
Date:

