

FOOD & BEVERAGE MANAGER

THE ASSEMBLAGE NOMAD

COMPANY NAME	THE ASSEMBLAGE	EMPLOYMENT TYPE	FULL-TIME
LOCATION	114 East 25th St	JOB TITLE	Food & Beverage Manager
DEPARTMENT	Food & Beverage	REPORTING STRUCTURE	Area Director of Food & Beverage

Who We Are

The Assemblage is a community providing co-working, co-living, social and event spaces for individuals interested in personal development, transformation, and interconnectedness.

Please peruse the website below to explore our brand and ethos. Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John Street are the first physical manifestations of this community, where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

www.theassemblage.com

Kokua Hospitality is a national hotel and resort management company affiliated with The Chartres Lodging Group. With home bases in San Francisco and Chicago, we manage properties throughout Hawaii, Napa, San Francisco, Chicago, Houston, and New York City. The word "kokua" is Hawaiian for "to serve, assist, cooperate and pursue knowledge." Kokua Hospitality manages operations for The Assemblage and is facilitating the creation and development of this unique community.

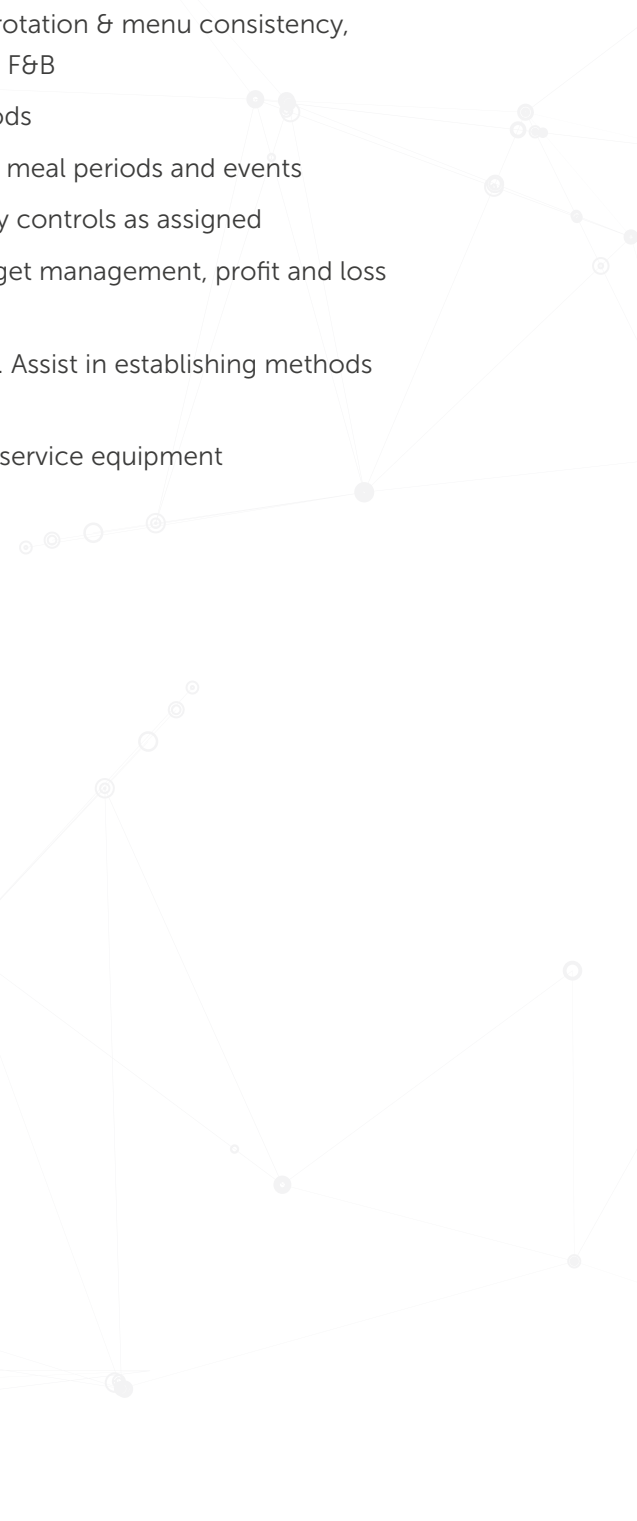
www.kokuahospitality.com

Food & Beverage Manager Mission Statement

The Food & Beverage Manager is responsible for assuring that all line employees are, at all times, attentive, friendly, helpful, and courteous to all guest, managers, and fellow employees. F&B Manager liaises between the line staff, and all operational management to insure seamless flow of service morning, day, and night including special events. They will have an interest and detailed understanding of ingredients, allergies, and basic philosophies of Ayurveda in

order to communicate with members and respond to their needs. The F&B Manager will consistently work with a sense of urgency yet portray and maintain a calm, relaxed environment.

Essential Responsibilities

- Manage all F&B staff
 - Monitor labor & inventory
 - Ensure all private events/programs are properly set up
 - Execute outlet operations including food and beverage promotions, customer service and inventories
 - Lead the F&B staff in training, with the following: service standards & customer service
 - Monitor the performance of outlet service staff. Supervision duties include; delegating responsibilities, scheduling, coaching and correcting, evaluating, interviewing, training and mentoring of staff
 - Provide assistance to the F&B Management in all menu preparations/ rotation & menu consistency, kitchen rules, service standards, cleanliness and inventory controls for F&B
 - Update the Specials menu board daily and changing during meal periods
 - Responsible for training shift leaders for their responsibilities during all meal periods and events
 - Assist the F&B Management in all kitchen efforts, staffing and inventory controls as assigned
 - Assist in the execution of the strategic plan including forecasting, budget management, profit and loss accountability, cost control and inventories
 - Conduct inventory for par levels of food, beverage and paper supplies. Assist in establishing methods for inventory control and adhere to purchasing procedures
 - Ensure proper maintenance, cleaning and operation of the outlet and service equipment
 - Ensure efficiency and overseeing health and safety regulations
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Qualifications

- Experience or interest in Ayurveda, holistic food, and providing exceptional customer service.
- High School Diploma or equivalent
- Proficient in all aspects of serving, back waiting and running.
- Attention to detail and ability to meet deadlines.
- Possess a proven track record for guest satisfaction
- Must have advanced verbal and intermediate written English communication skills
- 3-4 years hospitality/F&B experience preferred
- Available to work late nights, evenings, holidays and long days as necessary.
- Knowledge of food and beverage as well as a passion to cultivate this skill
- Displays a confident and professional appearance and meets company grooming standards.
- This position requires continuous standing, full mobility, lifting and carrying up to 50 pounds, and on occasion up to 70 pounds.

Benefits

- Paid holidays and personal time off (PTO)
- Excellent benefits upon your second month of employment including medical, dental, vision, EAP, and 401K
- Technology and expense reimbursements
- The Assemblage Membership program

Equal Opportunity Statement

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage operated by Kokua Hospitality is an equal opportunity employer. Kokua does not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.

UD 01.21.2019