



An ASM Global Managed Facility

DIRECTOR OF FOOD & BEVERAGE

POSITION: DIRECTOR OF FOOD & BEVERAGE

DEPARTMENT: FOOD & BEVERAGE

REPORTS TO: GENERAL MANAGER / SVP FOOD & BEVERAGE ASM GLOBAL

FLSA STATUS: EXEMPT

Summary

ASM Global, the world's leading venue management and services company, has an excellent and immediate opening for the position of **Director of Food & Beverage- ASM Global/ Capital One Hall**. This individual will be responsible for leadership of the overall daily F&B management, operating and facilitation of a premier food & beverage operations to included: fine dining, private catering & events, concerts concessions and the biergarten food experience.

Project Description

Capital One Hall is a multi-venue theater complex presently under construction at Capital One Center, located on the campus of Capital One headquarters in Fairfax County in the Commonwealth of Virginia. Capital One Hall features a 1600 seat performance hall, a 250 seat black box, a rooftop park encompassing a 150 seat amphitheater and an authentic Biergarten. The venue encompasses a spectacular Grand Lobby and Terrace, both spaces perfect for unique performances, pre-show activities, smaller musical acts, corporate gatherings and social events. This extraordinary, state of the art facility is located directly off the silver Metro line making it easily accessible locally and out of Washington D.C. proper. The anticipated performance season will run 12 months a year and will host a diverse, eclectic mix of entertainment including live music concerts, comedic acts, festivals and will proudly host many Fairfax County theatrical and symphonic groups including but not limited to organizations such as the Fairfax Symphony Orchestra, Washington West Film Festival and Ravel Dance.

Capital One Hall is owned by Capital One and will open in the Fall of 2021 and will be managed by ASM Global, a Los Angeles based company and a world leader in facility management who will operate this extraordinary complex in the best interest of its client, Capital One.

Essential Duties and Responsibilities

Food & Beverage Duties

- Collaborative development with Director of Culinary Services / Executive Chef of menu items to keep pace with industry trends, local and seasonal ingredients to support restaurant and concession business; works with sales staff and Executive Chef on concepts and themes.
- Designs creative menus and plans production.
- Experience in mixology.
- Establishes food presentation technique and quality standards with Executive Chef.
- Oversees all food production, preparation, for retail operations, concessions, and all special events.
- Works with sales staff to assign prices to menu items in accordance with budgetary goals.
- Estimates food consumption and purchases kitchen supplies including food product.
- Double checks food and equipment purchases for all aspects of the business to ensure consistency with standard operating procedures.
- Enforces all sanitation and maintenance procedures.
- Schedules and supervises employees, checking weekly schedules.
- Coordinates and directs training of chefs, cooks, and other kitchen workers engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service.
- Maintains cost of goods, labor, and any other P&L responsibilities at or below budget.
- Reviews menus and analyzes recipes to ensure superior standards for retail, concessions and special events.
- Responsible for inventory control and the proper rotation of all items.
- Communicates with operations department to ensure standards are maintained.
- Support Director of Culinary Services /Executive Chef with hiring and training of culinary staff to include unit required Food Safety and local Health Dept. requirements
- Observes methods of food preparation and cooking, sizes of portions, and garnishing of foods to ensure food is prepared in prescribed manner.
- Maintain health department score of 90 or above and ASM Global's 3rd party audit score of 95 or above.
- Establishes and enforces nutrition, sanitation and high-quality standards for food and beverage in kitchen, retail stations and portable retail operations.
- May be requested to manage offsite culinary operations.
- ServSafe Certified
- Must have the ability to work a varied and flexible shift.
- Must have the ability to comply and implement all Standard Operating Procedures
- Experience overseeing multiple food operations within a facility included catering, concessions, and restaurant style services.
- Unit leader of HACCP controls, documentation/corrective action. Assures documentation has been reviewed and recorded for all locations.
- Other duties may be assigned

Supervisory Responsibilities

Directly supervises concessions, bar, sales and kitchen personnel. Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Qualifications

7-10 years of hospitality experience in F&B leadership in high capacity, hotels, entertainment centers, convention center or multi-Site operations overseeing food, physical safety and sustainability practices.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree in Food and Beverage Management, or Certificate and/or degree from accredited culinary school, college, or technical school or related field experience required in a supervisory role.
- Minimum of 7-10 years' experience in a leadership Food and Beverage management level position that included financial management
- Responsible for the control and achievement of financial results for food & beverage operation of \$2 million +
- Catering management experience is required for a multi operation facility, hotel, or similar
- Proven track record of exceeding customer service and quality standards required
- Experience with a food & beverage catering operation regularly serving 500 + guests. Proven execution of high-profile catering events up to 800+ people
- Experienced in employee management functions such as interviewing, hiring, training, etc.
- Serv-Safe Food Manager Certification or similar required
- Ability to lift and/or more up to 100lbs
- Experience in a multi-purpose entertainment facility preferred
- Concession experience preferred
- Experience in cocktail creation/mixology for high end bars and/or restaurants preferred
- Familiarity with bar food and biergarten food & menus
- Diverse background in food and beverage industry, primarily in large banquet facility

SKILLS AND ABILITIES

- Excellent organizational and planning skills

- Ability to motivate and foster a high level, well executed food & beverage operation from venue staff
- Excellent communication and interpersonal skills
- Strong customer service orientation
- Ability to work with limited supervision
- Ability to interact with all levels of staff including management
- Ability to work irregular hours as dictated by the event schedule, including nights, weekends and holidays
- Creative and ability to create unique dining experiences
- Ability to travel as needed
- Must be a “Self-Starter” and have the ability to work with limited supervision
- Strong analytical and mathematic skills in relation to the culinary profession and Food and Beverage industry
- Strong communication skills and the ability to read, write, and understand English
- Crisis management skills

Computer Skills

Proficient in Microsoft Office platforms, as well as Adobe Creative Suite, and knowledge of Banquet Event Order (BEO) or other event management programs including POS systems..

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; be able to communicate effectively during a strenuous schedule. This position may require work inside or outside of the building, as needed by events.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Send Cover letter, resume and any supporting materials or past event photos to:

[Current ASM Global Employee](#)

[New Applicant](#)

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

