



**ALLENTOWN
SYMPHONY
ASSOCIATION**

JOB DESCRIPTION

Job Title: Food & Beverage Manager

Reports to: House & Rentals Manager

Direct Reports: Bartenders

FLSA Status: Part-time/Non-Exempt

ORGANIZATION DESCRIPTION AND JOB SUMMARY:

The Allentown Symphony Association (ASA) operates the Allentown Symphony Orchestra (ASO), El Sistema Lehigh Valley (ESLV), and is the owner/operator of Miller Symphony Hall (MSH) in downtown Allentown, PA. Since 1951, the ASO has been the premiere professional symphony orchestra of the Lehigh Valley and currently presents a variety of classical, pops and family concerts. The ASA also presents a number of non-orchestra events at MSH including the Jazz Upstairs series, Metropolitan Opera: Live in HD broadcasts, Live OnStage, and a variety of other concerts. Customer service, safety of the general public and achieving goals are the priorities of this position.

Food & Beverage Manager is responsible for overseeing and managing all aspects of food and beverage operations, including budget management, team leadership, customer service, menu design, and compliance with health and safety regulations. The ideal candidate possesses excellent customer service skills and a high level of passion and patience in working with a team and is highly organized and driven to achieve goals for the organization.

The tasks associated with this position include, but are not limited to, the following:

- Maintain a SERV Safe Food Handler certification.
- Purchase and display food and beverage for ASA meetings, receptions, and other events where catering services are not required (i.e. Board meetings, Symphony Society Receptions, etc.).
- Coordinate with House & Rentals Manager to understand food and beverage requirements for various rental and concert events.
- Coordinate sales reconciliations with finance department.
- Acquire needed beverages at rental and ASA events.
- Prepare and set up food at events following professional presentation standards and safety guidelines.
- Clean up food and beverages following events and store or dispose of properly.
- Managing the day-to-day operations of food and beverage needs.
- Developing specialized menus when necessary
- Purchasing supplies
- Training and supervising bartending staff
- Maintaining health and safety standards
- Implementing strategies to maximize sales and profitability

- Other duties as assigned

The above is intended to describe the principal responsibilities and outcomes, and associated requirements as well as the work environment. It is not intended as an exhaustive list of all aspects of the job.

Required Education, Experience, and Abilities::

- High School Diploma or equivalent
- Proven food and beverage management experience
- Working knowledge of various computer software programs (Microsoft Word, Excel, & Outlook)
- Ability to spot and resolve problems efficiently
- Communication and leadership skills
- Guest-oriented and service-minded
- Possess a ServSafe Food Handler certification.
- Experience managing both expense and revenue budgets/goals.
- Creative, forward-leaning, adaptable to change.
- Ability to work various hours, including holidays, evenings, and weekends and attend bi-weekly staff meetings.
- Possess a driver's license and car in order to transport food and beverage.
- Proven effectiveness in working cross-functionally and collaboratively with other departments, particularly with Box Office, Rentals, Production, and Operations.

Preferred Experience and Abilities:

- Food & Beverage Experience in a theater setting
- General knowledge of orchestral and jazz music

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner
- Ability to lift up to 50 pounds and be on one's feet for extended periods of time

Salary: \$20/hour (Hours vary week to week according to event/concert schedule); 403(B) retirement plan option

Please submit a resume and cover letter to creichard@allentownsymphony.org

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for an interview.

The Allentown Symphony Association provides equal employment opportunities to all employees and applicants for employment. No one will be discriminated against, or receive preferential treatment because of race, creed, color, religion, sex, affectional or sexual orientation, national origin, ancestry, age, marital status, non-job-related disability, social class, status as a Vietnam-era or special disabled veteran, or any other legally protected status.

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