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| <b>Position:</b>      | Food and Beverage Manager - Collegiate Concessions at Fifth Third Bank Stadium (formerly known as <a href="#">Kennesaw State University Stadium</a> ). |
| <b>Position Type:</b> | Full time                                                                                                                                              |

**PRIMARY OBJECTIVE**

**All team members of Premier Events and its subsidiaries are responsible for creating extraordinary events and providing exemplary service to our clients and event customers.**

This bright, energetic and resourceful team player will manage all affairs as related to the execution of Premier Event’s concession management contract with Fifth Third Bank Stadium (formerly known as [Kennesaw State University Stadium](#)). This individual will manage food and beverage planning, inventory control, staffing and provide day of show concessions management during events. This team member will also coordinate food vendor and marketplace booking for the company’s various festival projects.

**The successful candidate will run an efficient, effective, and profitable operation under the leadership of the Venue Operations Manager while:**

- Enhancing the fan experience in unexpected ways.
- Leading by example.
- Working with the venue team to create a seamless and unified plan to exceed fan and venue expectations.
- Approaching all tasks with a “yes I can” attitude.
- Noticing and accurately interpreting what clients/patrons are feeling based on their words, tone of voice, expressions, and other nonverbal behavior.
- Taking ownership and seeing the client’s needs through from beginning to end.
- Showing initiative and taking action with an appropriate level of independence.
- Ensuring customers are provided with top quality, friendly and professional service.
- Dealing with customer feedback in a professional and effective manner.
- Adhering to and following all Liquor Licensing Laws and Venue Policies.

**DUTIES:**

**Venue Concessions Management**

- Works with the company’s Venue Operations Manager to establish standard operating procedure for the venue’s concession operations.
- Oversee day to day affairs/operations at the venue including maintaining regular hours at the venue, attendance at regularly stated venue and company meetings and working a minimum of 1 day a week at the company’s corporate office in West Midtown.
- Responsible for budget and profitability of venue’s concessions operations. Works with Venue Operations Manager to develop financial objectives consistent with company objectives. Provides measures to standardize portions, control food/ beverage inventory and labor costs.
- Oversee concessions plan development, capital expenditure requests and recommending new initiatives to streamline operations and maximize profitability while ensuring the highest possible quality of food and beverage service.
- Manage all Food and Beverage staff. A familiarity with all job functions of servers, bartenders, concessions, and support personnel is essential. Oversees hourly associates including hiring, training, scheduling, coaching, counseling, and termination. Ensure associates adhere to company standards and procedures.
- Manage the cleaning and maintenance of all concessions equipment and operational areas.
- Coordinate inventory management system for all required supplies, paper goods and products including but not limited to ordering, receiving, returns and invoice approvals.
- Coordinate participation of third party food/restaurant partners in event day execution.
- Serve as liaison with local health department to schedule and oversee all health department inspections. Ensures that standards are met to ensure exceptional reviews.
- Provides day of show management for all venue events.

- Manages day of show concessions financial activities including adherence to company's stated cash control system, processing/troubleshooting credit card processing and compiling post show reports and financials.

**Food and Marketplace Vendor Coordinator**

- Field all inquiries from interested food, artist market and general market vendors.
- Maintain updated contact list of all vendors.
- Assist with development of vendor pricing structure for festival opportunities.
- Create event specific applications and guidelines for food, artist market or marketplace opportunities.
- Solicit, negotiate and secure vendors for participation in company's festival projects.
- Issue vendor contracts or agreements and manage procurement of any supporting vendor documentation (proof of insurance, health department information, etc.).
- Compile list of event receivables and work with designated company representative to ensure that all funds are received.
- Disseminate event specific load in and general event information to vendors.
- Secure post event feedback from vendors to utilize to streamline future operations.
- Manage other company assigned projects as time and ability permits.

**Qualifications:**

- Bachelor's degree in Hospitality, Restaurant, Foodservice Management, or related field is preferred but not required
- Minimum of 4 years management experience in a concessions environment, preferably in a college sports and entertainment venue of significant size and scope. Prior food service operations experience preferred.
- Familiarity with standard food and beverage equipment, inventory, cost control, and purchasing.
- Self-starter, initiative to develop and improve processes and output.
- Exceptional project management skills with ability to multitask multiple projects simultaneously.
- Team player with ability to work internally and externally to achieve objectives.
- Proficient in Microsoft Office (Word, Excel).
- Weekend and weeknight hours will be required with comp time flexibility.
- Ability to continuously stand or walk. Ability to bend, squat, climb stairs and lift frequently. Ability to lift up to 50 pounds occasionally. Ability to work in outdoor weather environment.

**To Apply: Send resume, references and salary requirements to:**

Premier Events  
 ATTN: HIRING MANAGER  
 1825 MacArthur Blvd  
 Atlanta, GA 30318  
 Via e-mail: [rob@premiereventslive.com](mailto:rob@premiereventslive.com)

*Deadline to apply: February 14<sup>th</sup>, 2014*

**About Premier Events**

Premier Events builds extraordinary events. Premier Events is a full service event production company that offers comprehensive services for festivals, events and entertainment venues. The company offers expertise in all facets of event management including logistics management, sponsorship, marketing, entertainment programming and concessions management. Premier Events' diverse range of projects represents all sizes and types of projects including music festivals, concert series, arts festivals, sporting events, food festivals, community events, holiday celebrations, award-winning entertainment venues and more. With more than 100 years of combined professional experience, the Premier Events team is passionate about creating memorable event experiences for consumers.