



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – CULINARY ARTS OPERATIONS COORDINATOR

Department: Culinary Arts & Events
Status Full Time, Hourly, Non-exempt

Supervisor: Culinary Arts Operations Manager
Date Posted: December 20, 2021

Position Summary: Responsible for the successful execution of Meijer Gardens Culinary Arts services, ensuring a quality experience for all guests. The position is required to coordinate and offer hands on service. Works independently, as well as with effective direction and support for other staff members, volunteers, and vendors.

Essential Functions:

Coordinate, organize and implement food & beverage services for events and concerts

- Maintain organized information and execute details as coordinated
- Provide floor coverage for food and beverage services
- Monitor quality and consistency of products throughout distribution.

Coordinate, document and inventory items aligned with beverage services

- Maintain organized inventory
- Document inventory needs and usage per event or concert

Assists with delegation of staff responsibilities and monitor performance

- Verify staff is onsite as scheduled and assign areas of responsibilities
- Verify details and share communications with service staff and culinary
- Monitor performance and ensure consistent service

Monitor and maintain cleanliness and general organization of facility and equipment

- Report any service needs to supervisor
- Maintain all health department standards
- Ensure set-up, clean-up and sanitation of all food and beverage areas

Coordinate and document food and beverage accounting information

- Collect payments, fill out paperwork and process cash, checks and credit cards in accordance with accounting procedures
- Secure cash for all registers and assign responsibility to staff by register
- Oversee accurate balancing of registers

Coordinate and maintain knowledge of Point-of-Sale systems including reports, system changes, and software updates

Assist with ensuring all applicable regulations, ordinances, codes, and laws are followed i.e., MDHHS, MLCC and any other governing municipals.

Department Expectations:

- Assist with interviewing and hiring
- Maintain quality communications and organizational skills; meet deadlines
- Contribute to a positive team approach and professional customer service; lead by example.
- Assist with training and performance standards

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests
- A flexible and collaborative culture is important. Other duties may be assigned within the department as well as across the organization.

Education and / or qualification preferred:

- 2-3 years of Catering / Banquet experience with a working knowledge of bar service
- 2-3 years' experience in Customer Service
- Event coordination experience helpful
- Ability to work in a fast-paced, multi-disciplinary environment comfortably and professionally
- Strong computer and communication skills required including experience with Microsoft Office, Excel, Word and Outlook. Experience with POS, CAD and event software is a plus, but not required
- Detail oriented with strong organizational skills
- Skilled in establishing priorities and managing workloads but able to follow directions
- Valid driver's license with an acceptable driving record
- Able to work a flexible schedule including days, nights, weekends and holidays
- Available to work most if not all summer concert dates

Working Conditions: Fast paced environment in a cultural organization requiring high levels of social contact and physical work. Very customer service-oriented work, requiring multi-tasking in a hands-on manner i.e., office work, floor coverage and communications. Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 40lbs unassisted) bending, walking, and standing for long periods of time. Occasionally required to work under inclement weather conditions.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

As part of our onboarding process, all new hires are required to complete our background check and drug screen process, which tests for amphetamines, cocaine, opiates, and phencyclidine.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.