



### **Food and Beverage Manager (Full-time)**

Salary: Commensurate with Experience

**Position:** The Fort Ticonderoga Association (FTA) is seeking a responsible and enthusiastic individual to help grow our food and beverage program across our 2,000-acre campus in beautiful Ticonderoga, New York. The Food and Beverage Manager will oversee operations of our seasonal America's Fort Cafe, the Pavilion Cafe (in development) and also support property-wide events and catering. This is an excellent opportunity to help shape Fort Ticonderoga's food and beverage program at the start of what promises to be one of the most exciting F&B programs in the region.

#### **Essential Duties and Responsibilities:**

- Manage and oversee America's Fort Café; including but not limited to scheduling, human resources (recruit, hire, train, conduct routine evaluations of staff, etc.), inventory and ordering oversight, as well as working closely with leadership on budget development and achieving projected revenue targets.
- Lead the development and opening of the Pavilion Café. The Food and Beverage Manager will oversee scheduling, human resources, inventory and ordering oversight, as well as working closely with leadership on budget development and achieving projected revenue targets.
- Take a leading role in organizing details and management for food and beverage-related aspects of special events; including but not limited to school groups, VIP parties, boat cruises, pop-up opportunities, etc.
- Partner with Event Coordinator and other leadership to support in-house and private events
- Identify and partner with external chefs and other F&B associates to support on-site events
- Set challenging goals to improve operational performance; be the lead team member on ensuring guest satisfaction in all F&B locations
- Maintain a clean, safe and inviting environment for both staff and customers, adhering to the regulations set forth by the NYS Department of Health and FTA policies and procedures
- Communicate daily with senior staff to ensure the team is fully informed on all programs, events, exhibitions and other daily/special activities.
- Work with the King's Garden staff on the inclusion of produce grown on site into our food program, including the logistics of getting food to the various outlets.

#### **Qualifications:**

Candidate must have a high-school diploma or equivalent, with an advanced degree preferred, in addition to 3-5 years management experience in food service outlets (cafe, restaurant, hotel) or similar experience in catering and events.

#### **Knowledge, Skills and Ability:**

- Experience with human resources and staff management
- Experience maintaining schedules

- Experience with ordering and keeping inventory and managing cost plans and budgets
- ServSafe Manager certification a plus (training will need to be completed upon hire)
- Computer skills including familiarity with MS Office products and maintaining points of sale
- Ability to work in a variety of settings with some physical exertion including climbing stairs and lifting boxes up to 50 lbs.

**Work Schedule:**

The normal working hours for this position will be determined with weekend, evening, holiday and overnight work required on a scheduled basis. Occasional travel required.

*Fort Ticonderoga is an Equal Opportunity Employer.*

To apply, send letter of interest, resume, and references, to [info@fort-ticonderoga.org](mailto:info@fort-ticonderoga.org), with subject "F&B Manager," or you can send to our physical address at The Fort Ticonderoga Association, P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883. Faxed applications may be sent to 518- 585-2210.

*March 2021*