



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Food and Beverage Specialist, C06, \$40,123 + FRINGE BENEFITS
DEPARTMENT: Recreation & Parks - (Wicomico Golf Course)
OPENING DATE: 01-10-18 **CLOSING DATE:** 01-31-18

MINIMUM QUALIFICATIONS:

Education: Associates degree;

Experience: Three or more years of related experience, one of which should be at a supervisory level.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

JOB SUMMARY: Performs daily food service operations; coordinates and manages banquets and other special events; oversees other food service personnel; performs other duties as assigned.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

DUTIES:

- ◆ Hires, trains, oversees and manages food service personnel on a daily basis;
- ◆ Performs daily food service operations;
- ◆ Ensures that food is prepared and delivered in compliance with acceptable sanitary and safety standards;
- ◆ Orders food and beverages supplies;
- ◆ Manages inventories;
- ◆ Coordinate, schedules and supervises banquets and special events;
- ◆ Responsible for daily cash handling, reporting of financial operations of the Riverview Restaurant; and petty cash account;
- ◆ Responsible for all appropriate certifications for facility and staff;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to communicate effectively with staff and members of the public;
- ◆ Ability to ensure that food is prepared and delivered in compliance with acceptable sanitary and safety standards;
- ◆ Ability to supervise and organize subordinate staff;
- ◆ Ability to prepare and maintain accurate inventories.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$40,123 annually

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, 3rd Floor, (Potomac Building)
Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109

Must press the * key before the extension

Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:
amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.