

Job Description: Administrative Assistant
Department: Food and Beverage
Reports to: Director of Food & Beverage
FLSA Status: Non-Exempt



Position Summary: The Food & Beverage Administrative Assistant is an essential member of the Food & Beverage team. This role aids the Food & Beverage Director and Managers by completing administrative tasks in a timely and accurate manner. Providing support with skill and professionalism this role will include a wide variety of administrative functions. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our guests.

Principal Duties and Responsibilities

Clerical / Office

- Perform clerical duties such as typing, filing, copying, emailing, answering and responding to telephone calls and messages, as well as coordinates, schedules and makes appointments
- Coordinate and arrange, attend and participate in assigned meetings including preparing agenda, reserving and preparing meeting location, and recording and transcribing minutes as requested
- Create and maintain up-to-date electronic and physical file system
- Assist in menu design and production for weekly, seasonal, and annual features for all outlets; create and post appropriate signage for events
- Submit and follow through with maintenance requests
- Arrange for office equipment maintenance or technical support
- Support F&B department with time management, data gathering and communication for the execution of projects or events
- Manage the cashier back up in safe and any petty cash supply for Food & Beverage needs
- Keep F&B bulletin boards and employee breakroom tidy and up-to-date

Purchasing

- Manage all purchasing information; invoices, contracts and company credit card receipts ensuring accurate record keeping and timely submittal of documentation and (expense) reports to finance
- Purchase and maintain supplies and ensure that the department is adequately stocked
- Coordinate and maintain vendor and supplier information
- Assist and help coordinate and document monthly inventory in outlets

Human Resources

- Assist with employee time tracking system including ensuring up-to-date employee schedules are entered into the system, making approved punch in/out corrections, reminding employees to complete time sheet verifications, gather time off submittals for approval, etc...
- Assist in recruiting: schedule interviews and coordinate timing and info for employee onboarding
- Manage employee training schedule; document and file completed trainings and certifications

- Complete and file all necessary change of status forms for F&B; keep employee information up to date in excel spreadsheet
- Work with HR to ensure staffing levels and the staff plan are correct and up to date

Training and Events

- Distribute Event Requests from all other departments and act as liaison between F&B and other departments on special food or set up requirements for events, meetings or parties
- Assist planning and implementing Food& Beverage training and SOP materials
- Monitor Fort Worden website and Facebook for information to ensure that information for events, menus, open/close times, is correct and timely
- Create and maintain files on contracts for event records (menus, sets ups, AV requests and correspondence for each event; build historical files for repeat customers or similar events
- Create, post and keep up to date outlet and event calendar coordinating with Chef de Cuisine, Catering Manager and Director of Food & Beverage
- Follow up on customer concerns and situations; researches any discrepancies and assist in complaint resolution
- Perform other duties as assigned by the Director of Food & Beverage

Minimum Qualifications

- 2-5 years clerical or office management experience or job-related experience in high volume and/or multi-unit Food and Beverage or Merchandise operations or upscale hotel/restaurant
- High School Diploma or equivalent is required
- Associate degree (A. A.) or equivalent from two-year College or Technical School; and / or one to two years related experience and/or training; or equivalent combination of education and experience, preferred
- Prior experience in the Food and Beverage industry preferred
- Possess or obtain a valid Washington State Driver's License and comply with the Fort Worden Personal Use of Vehicle or Company Vehicle Policy
- Relevant food hygiene/health and safety licencing qualifications; food handlers permit desired

Knowledge, Skills, and Abilities

1. Demonstrated competence with Windows based software including Microsoft Office, Word, Outlook, PowerPoint, OneNote and Excel as well as POS (ShopKeep) and time keeping systems such as TimeTrex and hotel management systems such as ATRIO and Catering Management systems such as Caterase
2. Ability to maintain confidentiality of sensitive materials and information
3. Excellent written and verbal communication skills, verbally and in writing
4. Knowledge of basic office equipment
5. Excellent organizational and multi-tasking skills
6. Able to maintain excellent customer service skills and presence in the midst of a fast-paced, changing environment
7. Accurate typing/data entry and editing skills; keen eye for detail
8. Ability to spot and resolve problems efficiently

- 9. Ability to understand and carry out verbal and written instructions
- 10. Interact professionally and maintain effective working relationships with management, vendors and co-workers

Key Competencies

Key competencies include staff and time management, able to receive clear direction, verbal acuity and basic math aptitude, problem solving, organized, integrity, honesty, reliability, customer service orientation, and attention to detail. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority** is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families and groups who seek enrichment and discovery through life-long learning.*

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name) _____
Employee Signature _____
Date

Administrative Assistant F&B 7/2017

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or twisting				X	
Squatting or kneeling		X			
Reaching above shoulder level				X	
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks				X	
Driving heavy duty vehicles				X	
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	
Lifting/carrying more than 50 pounds			X		
Pushing/Pulling			X		
Using Foot Controls		X			
Work in/exposure to inclement weather				X	
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)				X	
Distinguishing colors			X		
Hearing conversations or sounds			X		

	NA	NE	O	F	C
Hearing via radio or telephone		X			
Communicating through speech				X	
Communicating by writing/reading				X	
Distinguishing odors by smell		X			
Distinguishing tastes			X		
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings			X		
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date