

Fort Worden Food and Beverage Service Roles and Responsibilities

Purpose: To establish and build the Fort Worden team to manage the transition from a *Bon Appetite Food Service Management Corporation* to a *Fort Worden Public Development Authority* managed food service facility.

Team/Participants:

Project Consultant: Arran Stark
Project Consultant: Kris Nelson
Chef: Nicholas Colletti
FOH: Kristan McCary
Director: Dave Robison
Finance: Jill DeCianne
Sales Director: Maureen Bennett
Conference: Tricia Africa
Coordinator:

Timeline: August 2014 to December 31, 2014

Roles & Responsibilities:

Food and Beverage Consultants: Arran Stark

- Assists in identifying and hiring kitchen staff
- Assesses current kitchen facility, dining facility, equipment and small wares.
- Assists in setting up various purveyor purchase contracts.
- Assists in purchasing needed equipment, small wares and food goods.
- Provides support to the Chef and culinary staff during the planning, preparation and execution stages of Fort Worden events.
- Provides planning services to PDA for the long term food service options (e.g., pub, dinner club/ hospitality vision).
- Provides guidance to chef and management in sustainable, local food systems.
- Assists in menu planning

Food and Beverage Consultants: Kris Nelson

- Assists FOH in coordinating events through October
- Assists staff in all licensing
- Provides liquor license and any stop gaps accounts during transition period

- Assists in developing scope of services for FOH
- Reviews and revise job descriptions for staff and in hiring staff
- Reviews financial tracking and reports
- Assesses and plan for future food service operations (e.g., pub, dinner club, etc.)
- Assists in creating standard operating procedures
- Assists as needed in creating standard menus
- Assists in creating food service operations budget/pro forma
- Assists in communications/messaging of Food Service with Fort Worden staff/ public/ and user groups.

Executive Chef: **Nicholas Colletti**

- See attached job description

Front of House: **Kristan McCary**

- See attached job description

Executive Director: **Dave Robison**

- Participates in long-term planning for food service options
- Reviews and approves equipment purchase requests
- Reviews and approves capital improvement requests
- Coordinates fundraising and donor interactions to support food services

Finance Manager: **Jill DeCianne**

- Assists FOH with operational budget
- Assists with accurate accounting including accounts payable and accounts receivable
- Assists in setting up vendor services
- Processes payroll
- Provides human resource personnel services

Sales Director: **Maureen Bennett**

- Provides inquiries with catering options for menus and venues
- Provides basic information regarding pricing and menus to help clients in their planning stage prior to booking.
- Provides client with catering contacts information

Conference Coordinator: **Tricia Africa**

- Forwards all catering questions on to caterers
- Provides guests with caterers contact information

- Meets once a week with caterers to touch base about food details for upcoming groups
- Provides guests with Meeting Room Requirement Form for set-up of their room. Share this information with caterers.