

THE FREIGHT

JOB DESCRIPTION - Food & Beverage Supervisor

TITLE:	Food & Beverage Supervisor
REPORTS TO:	Associate Director, Audience Services
SUPERVISES:	Concessions Staff
EMPLOYMENT TYPE:	Hourly, non-exempt
SCHEDULE:	40 hours per week, Flexible, Days & Nights, Weekdays, Weekends & Holidays
LOCATION:	2020 Addison St., Berkeley, CA 94704
SALARY:	\$ 70,304 annually
DATE REVIEWED:	08/19/2025

POSITION OVERVIEW

The Food & Beverage Supervisor is essential in creating an exciting, profitable, and sustainable food program that supports The Freight's mission and artistic vision. Overseeing all administrative aspects of the Food & Beverage program, this position is responsible for staff scheduling and training, menu development, purchasing, inventory management, developing efficient means of traffic flow and counter service, and working counter shifts as needed .

The Food & Beverage Supervisor is empowered to design the menus and reimagine the Food & Beverage program to keep our offerings fresh and engaging for our audiences. This position will collaborate with teams across the organization to identify and analyze the Food & Beverage needs of the organization, and ensure appropriate systems are in place to support those needs. The Food & Beverage program supports multiple departments including Philanthropy, Rentals, and Production.

The Food & Beverage Supervisor prepares and serves sustenance in a fast-paced, quick-serve work environment. They are responsible for working weekly counter shifts as needed, where they will participate in producing hot and savory food selected from built and tested recipes, cashiering, restocking the concessions area as needed, and maintaining a clean working environment. This job involves chef work, and the person in this position must maintain CA Kitchen Manager certification.

The Food & Beverage Supervisor plays an important role in shaping our guests' experience during live music and other events. They maintain a friendly, welcoming attitude at all times towards guests, colleagues, volunteers, artists and others who may be local or visiting from around the world. Diversity, Equity, Inclusion, and Accessibility are core values at The Freight.

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Our Food & Beverage staff are all deeply committed to nurturing respect, hospitality, and fun for everyone at The Freight.

We prioritize safety and sanitation. Food & Beverage staff must always follow cleanliness, food handling, and ABC “carding” regulations at our all-ages venue.

Our kitchen and concessions work areas are not allergen free.

This position may be exposed to allergens such as gluten, dairy, tree nuts, peanuts, fish, shellfish, and/or soy.

RESPONSIBILITIES

Inventory Control and Management

- Meet or exceed net revenue goals established with supervisor
- Maintain and develop new relationships with vendors and distributors
- Coordinate with the Finance team to be sure invoices are paid and purchases are made on time and within budget.
- Order, receive, and rotate stock including food, beverage and supplies; Coordinate deliveries and local pick-ups (when necessary).
- Maintain clean, organized stockroom and service areas, keeping items orderly and easy to find for all food and beverage staff.
- Complete monthly inventory of all products.
- Ensure that the Square POS system is fully functional with correct inventory/pricing at all times.
- Restocks concessions area as needed

Kitchen Management and Culinary Duties

- Plan and implement menu upgrades/expansion to be prepped, cooked, and served in The Freight's kitchen area.
- Maintain all kitchen and food safety standards as prescribed by the CA Health Department.
- Ensure that all food storage, prep, and service safety standards are met.
- Explore opportunities to institute more environmentally-conscious kitchen practices.
- Prepares fresh food for purchase. Food prep work may include slicing ingredients, assembling and heating orders, and other kitchen and chef-related duties.
- Ensure all food storage, preparation, and service safety standards are met. This position must have a current CA Kitchen Manager Certification and is responsible for maintaining a valid up-to-date certification.

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Staff Management and Counter Management

- Schedule all counter shifts on a monthly basis. Troubleshoot staff scheduling issues as they arise.
- Work counter shifts as needed to ensure efficient and effective counter service or to cover the counter when no other concessions staff is available.
- Provide regular training for counter staff.
- Maintain effective and continuous two-way communication with counter staff. Open to hearing staff ideas/feedback
- Communicate changes in procedures, pricing, products, scheduling, etc. to relevant staff.
- Communicate Food & Beverage Freight policies and procedures to staff.
- Ensure adherence to food safety and ABC regulations, etc.
- Coordinate with the Finance Team to maintain The Freight's business licenses and prepare for health department inspections.
- Ensure that concessions equipment is properly maintained or upgraded as necessary.
- Ensure content and pricing of menu boards and hand menus are up-to-date.
- Coordinate linen pick-up/delivery, installation of "bar" towels, bath and hand towels, mats, rugs, and backstage water cooler.

Hospitality

- Assist with fulfilling special purchasing needs for upcoming events, including artist hospitality and coordination with caterers. Coordinate food trucks with the Marketing and Production Teams when needed.
- Coordinate staffing and concessions logistics for fundraisers and other special events.
- Help maintain a tidy workspace including spot cleaning the kitchen, Concessions area, lobby, gallery, and cafe areas as needed. May wash hospitality dishes at the beginning of counter shifts.

SKILLS, KNOWLEDGE & ABILITIES

Required

- Must be eager to work towards our mission: *The Freight is a vital home for music with deep roots from around the world that celebrates cultures, connects communities, and inspires creativity.*
- Current **CA Kitchen Manager** certification. Must maintain an **ABC LEAD** training certification or equivalent (may obtain immediately after hire, we can help)
- Must be 18 years of age or over at time of hire. Staff under 21 will only serve alcoholic beverages as an incidental part of their duties, if at all.

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- Ability to stand for extended periods of time, often several hours straight.
- Able to lift up to 40 pounds.
- Strong verbal communication skills from behind a counter. Can understand and respond clearly to verbal communication from both outside and inside our listening room - during amplified music events (sometimes with 450+ guests in attendance).
- Communicate at an Intermediate (or better) level of English
- Work weekends, matinees, and evenings every week.
- Must be able to pass a background check.
- Friendly personality, and the desire to cultivate an atmosphere of fun in a fast-paced work environment.
- Demonstrated experience/success in similar café and kitchen management.
- Knowledge of hot/cold food safety and storage procedures, kitchen sanitation, and professional food safety issues.
- Ability to lead and supervise a team of 4-8 individuals. This includes resolving problems, balancing the needs of diverse groups, and carrying projects to completion. The Food & Beverage Supervisor is responsible for following up on Concessions tasks that have been handed off to others and meeting deadlines consistently.
- Strong organizational skills. Ability to manage multiple projects in a fast paced, deadline-oriented environment.
- Experience with POS systems (especially Square) for sales and inventory management.
- Desire to help the Freight create a welcoming, multi-cultural environment that values Diversity, Equity, Inclusion, and Accessibility.

Preferred/Desirable

- Experience with electronic POS (Point Of Sale) systems, e.g. Clover, Square
- Intermediate (or better) understanding of a non-English language
- Experience in sales or fundraising

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.