FIELD
ARTS &
EVENTS
HALL

201 W. FRONT ST
P.O. BOX 71
PORT ANGELES
WA 98362

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JOB DESCRIPTION
Food & Beverage Generalist / Shift Lead – P/T

JOB SUMMARY

Provide welcoming, efficient, and consistent food and beverage service across Field Hall's dining room, kitchen, café, and event operations. This cross-functional position prepares and serves food and beverages, supports guest service and point-of-sale functions, maintains clean and safe work areas, and helps coordinate daily service. The Food & Beverage Generalist / Shift Lead models professionalism, takes initiative, communicates clearly, and provides on-shift leadership to help the team deliver an exceptional guest experience.

ESSENTIAL JOB FUNCTIONS

Under the direction of the Food & Beverage Manager, the Food & Beverage Generalist / Shift Lead works flexibly across the dining room, kitchen, café, and event service areas. The position performs the following essential duties and responsibilities and may be assigned other duties as operational needs change.

- Work across the dining room, kitchen, café, concessions, and events as needed.
- Welcome guests, take orders, answer questions, and provide friendly service.
- Prepare and serve food, coffee, espresso, and other beverages according to established standards.
- Operate the point-of-sale system and handle payments accurately.
- Set up, restock, clean, and close food and beverage service areas.
- Follow food safety, sanitation, alcohol service, and workplace safety procedures.
- Track supplies, receive deliveries, and report inventory or equipment needs.
- Lead by example, support coworkers, coordinate workflow, and resolve routine service issues.

Qualifications

- Must be at least 21 years old.
- Current Washington State Food Worker Card required; MAST permit required when assigned to alcohol service.

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- One or more years of food and beverage, hospitality, catering, café, restaurant, or event-service experience preferred.
- Experience leading a shift, training coworkers, coordinating service, or taking responsibility for team outcomes preferred.
- Ability to learn and safely operate point-of-sale, coffee, beverage, kitchen, warewashing, and service equipment.
- Working knowledge of food handling, sanitation, allergen awareness, responsible alcohol service, and workplace safety practices.
- Strong communication, organization, judgment, problem-solving, and guest-service skills.
- Ability to work independently, collaborate across departments, adapt quickly, and lead by example in a fast-paced environment.

Requirements

- Must be available for a variable schedule that may include early mornings, evenings, weekends, holidays, performances, and special events.
- Must be able to move among the dining room, kitchen, café, storage, and event spaces and remain standing or walking for extended periods.
- Must be able to bend, stoop, reach, grasp, perform repetitive hand and arm movements, and regularly lift and carry items weighing up to 50 pounds.
- Must be able to occasionally push or pull equipment and supplies weighing up to 75 pounds.
- Demonstrates reliability, initiative, emotional intelligence, and composure under pressure; follows through on commitments and accepts accountability.
- Treats guests and coworkers with respect, works ethically and inclusively, supports cultural differences, and upholds organizational values.

COMPENSATION
$22.00 Hourly, plus tips

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume

As an equal opportunity employer, we highly encourage people from any historically underrepresented group to apply including

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people of color, persons with disabilities, and members of the LGBTQ
community.

To apply, please send a resume and cover letter to info@fieldhallevents.org with the subject line Food & Beverage Generalist / Shift Lead.

ABOUT FIELD ARTS & EVENTS HALL

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

- Serve, strengthen, and showcase arts and culture in Port Angeles.
- Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.
- Celebrate what is unique about Port Angeles and enhance its reputation.
- Be a core piece of Port Angeles' identity – a source of community pride.

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

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As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.