



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Beverage Operations Superintendent (Part-Time)

County Fair

Wage: \$16.00/hour DOE

Opening Date: 01/14/2025

Closing Date: 02/07/2025

JOB SUMMARY

This position is responsible for organizing and managing the Clubhouse Beer Garden and Holum Expo Building alcohol beverage operations during the Brown County Fair, as well as overseeing alcoholic beverage operations for non-fair time events, ensuring adequate sales staff, proper handling and accounting of money, safety and security protocols and laws are abided by, while promoting a positive customer experience.

MAJOR DUTIES

- Performs administrative support functions to facilitate Brown County Fair and non-fair activities including the Bullorama, weddings, and other special events which vary from year to year
 - Hires appropriate personnel (bartenders), schedules, and supervises staff.
 - Provides training and direction on policies and laws (carding to ensure no underage drinking).
 - Prepares staff work schedules , assignments, gives direction and verifies staff hours and signs time sheets.
 - At event closing, issues payment to designated representatives of the entertainment (when appropriate).
- Manages and ensures that fair time activities are well-planned, functional and implemented as scheduled.
 - Coordinates with fairground staff to ensure Clubhouse Beer Garden and Holum Expo Building are cleaned and setup prior to use.
 - Assists with stocking malt beverages.
 - Provides Fair staff with a list of set-up needs.
 - Determines and prepares a list of supply needs to be procured by fair staff; and solicits and collects specialty supplies and equipment from other resources as needed.
 - Prepares building to ensure adequate equipment and supplies are available, opens and closes (locks) building(s) according to schedule, and ensures it is maintained and cleaned at closing of each night.
 - Prepares annual report to the Brown County Fair & Park Manager within one month following the fair.
- Ensures proper management and accounting of money.
 - Confirm anticipated number of beer tickets to order with Fairground Manager.
 - Balance a daily worksheet and submit the money and balance sheet to the Fairgrounds

- Manager.
 - Ensure all money is safe and secure at all times.
 - Prepares and submits balanced revenue and expense reports to the Fairgrounds Office at the end of the event (when applicable).
- Manages alcoholic beverage sales and needs of non-fair time activities to ensure they are well-planned, functional, and implemented as scheduled.
 - Ensures bar(s) are set up prior to the event and ready to service customers including stocking the bars and taking inventory of product at the start and end of the event.
 - Submit any set-up needs to administration staff (when applicable).
 - At event closing, tear down the bar (product placed in storage after inventory is complete).
 - Clear tables (when applicable)
 - Take bar stock garbage to outside dumpsters.
 - Locks building(s) at the close of business (when applicable).
- Initiates, maintains, and promotes a culture of positive public relations with customers.
 - Advises the Brown County Fair Manager of potential problems or adverse reactions to fair and non-fair time situations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of bartending practices and procedures.
- Knowledge of fiscal accounting and reporting procedures.
- Skill in prioritizing and organizing multiple projects.
- Skill in conflict resolution
- Skill in oral and written communication.
- Skill in communicating with a broad variety of people.
- Ability to maintain a high sense of personal accountability and integrity
- Ability to support a positive environment
- Ability to serve the public with diplomacy and respect
- Ability to handle stressful situations effectively and professionally
- Ability to maintain a high sense of personal accountability and integrity.

SUPERVISORY CONTROLS

The County Fair and Park Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Alcohol laws and regulations, county ordinances, Brown County Fair guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and organizational duties. The variety of tasks associated with organizing and managing the Clubhouse Beer Garden and Holum Expo Building contributes to the complexity of the position.
- The purpose of this position is to ensure safety and security protocols and laws are abided by while overseeing the alcoholic beverage operations during the Brown County Fair and non-fair time events.

CONTACTS

- Contacts are typically with co-workers, volunteers, vendors, donors, community leaders, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Typically works long hours during fair week, evenings and weekends for non-fair time events. The work may involve lifting and standing or walking for long periods of time; and deals with the daily challenges of working with staff and the public who are in the area.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over seasonal employees.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.

- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov