



Tolowa Dee-ni' Nation/Lucky 7 Casino Position Description



Title: Food & Beverage Manager
Class: Management
Status: Full Time
Supervisor: General Manager
Effective: November 2017

Department: (40) Restaurant
FLSA: Exempt
Pay Grade: III
Subordinates: Food & Beverage Employees

Position Summary:

Responsible for the management of all aspects of Food and Beverage operations in the multiple outlets of the Lucky 7 Casino.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Managing all aspects of Lucky 7 Casino, food and beverage operations.
- Will implement and maintain the Food and Beverage Policies and Procedures.
- Ensures Food and Beverage operations are in compliance with Lucky 7 Casino policies, NIGA, Tribal policies, State Compact, and Tribal Gaming Regulations.
- Develop and execute the Food and Beverage budget to include budget reporting requirements.
- As leader of the Restaurant management team, ensure implementation and evaluation of the restaurant operation, objectives, programs, budgets, policies and procedures.
- Develop and maintain an environment of teamwork.
- Monitor staff performance to ensure Lucky 7 Casino customer service standards are met.
- Handles personnel issues in a timely manner according to Lucky 7 Casino policies and procedures.
- Maintains working knowledge of all Lucky 7 Casino operations, programs, promotions, events, and services.
- Has complete knowledge and responsibility for compliance of the 2000 U.S. Food Code issued by the U.S. Department of Public Health.
- **Temporary or permanent duties and responsibilities may be added.**

Minimum Qualifications:

- Experience in managing all phases of restaurant operations
- Five years experience in a large facility, high-volume production operation such as a hotel convention center, or casino to include restaurant, buffet, deli, and banquets.
- Knowledge and experience developing, implementing, and evaluating training programs, incentive programs, promotions, and budgets.
- Knowledge and experience in menu, recipe, and price development.

- Knowledge and experience in a supervisory position.
- Skilled at time management; must have ability to manage multiple priorities.
- General knowledge of the casino industry.
- Knowledge and experience working with computers.
- Thorough knowledge of the laws and regulations governing food and beverage preparation and service (USDA and NIGA) preferred.
- Interpersonal skills to develop and maintain a team environment and achieve customer service standards.
- Perform essential duties and responsibilities with or without reasonable accommodation, accurately and efficiently.
- Knowledge and experience with administrative task to include cost controls (P&L), employee performance reviews, purchasing, production charts, sanitation and safety records.
- Associates or Bachelors Degree in Culinary Arts, or Certification from an accredited culinary institute such as the ACF (American Culinary Federation), or CIA (Culinary Institute of America), or related degree helpful.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Supervisory Responsibilities:

Managing all aspects of Lucky 7 Casino Food and Beverage operations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Effectively present information to upper management, public groups, and/or Tribal Council.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of a gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 70 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. There is also contact with cleaning fluids and lubricants. Moderate noise (examples: business office with computers and printer, light traffic).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____