

JOB DESCRIPTIONS
JOB TITLE: FOOD AND BEVERAGE MANAGER

DEPARTMENT: F & B SERVICES
REPORTS TO: General Manager
FLSA DESIGNATION: Exempt

**SHIFT: Days, Evenings,
Weekends, Holidays as needed**
WAGE STATUS: Salary

SUMMARY:

The Food and Beverage Manager operates exciting restaurants environments which attract and retain gaming guests while contributing to the operating success of the Food and Beverage Department.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

1. Ensures that all food and beverage products served meet the established specifications and standards.
2. Ensures that proper levels of service are provided based on forecasted needs, with the minimum level of labor used to perform the required level of service.
3. Completes the required daily financial tools and reports.
4. Works with Finance and IT teams to ensure that all revenue is captured and reported in an accurate and relevant manner.
5. Ensures that all service equipment is handled safely and with reasonable care, reporting mechanical problems to the proper department for repair.
6. Conducts the food service education program; coaches, reinforces and leads personnel in the proper performance of their duties.
7. Understands and administers the PAR form, sets performance expectations and provides coaching and operational support for the supervisory staff.
8. Communicates and cooperates with food production management team.
9. Maintains a neat, clean, organized, safe and comfortable work environment for employees and guests.
10. Develops and engineers all menu items.
11. Review departmental financial reports, establishes and maintains fiscal budget/business plans and initiates cost controls.
12. Implement and manage all casino policies to ensure safe food practices to include sanitary regulation ensuring optimal levels of quality and hospitality are provided to our guest.

13. Performs all other duties to be assigned.

SUPERVISORY RESPONSIBILITIES:

1. Overall responsibility for all food and beverage department in accordance with casino policy.
2. Is involved in the hiring, termination process and directly or indirectly supervises all food and beverage employees.
3. Monitors Beverage Attendants, Beverage Servers and Food Servers for correct recording of all sales including the separation of entertainment sales when applicable.
4. Assist in recruitment and development of employees.
5. Train, empower, coach, counsel and resolve conflict through fair treatment and discipline as appropriate according to casino policy.
6. Perform performance and salary reviews of department personnel.
7. Has signature authority to comp food and beverage.
8. Has signature authority to void food and bar sales.

QUALIFICATIONS:

1. Excellent interpersonal, customer service, communication, team building and problem solving skills required.
2. Knowledge of all phases of food administration, cost control and familiarity of all food and beverage services.
3. Must be able to obtain and maintain a gaming license.
4. Must be able to obtain and maintain a tribal alcohol beverage license.
5. Must be able to obtain and maintain a food handler's permit.

EDUCATION and EXPERIENCE:

1. Preferred two year college degree
2. Minimum high school diploma; two years of college preferred.
3. Must have buffet experience.
4. Seven (7) years restaurant industry work including four (4) progressive supervisory experience in standardized restaurant environment required or a combination education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government laws and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group of managers, clients, customers, media, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

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

OTHER SKILLS AND ABILITIES:

Basic analytical and deductive reasoning ability. Must be competent in computer skills. Must have superior interpersonal relations skills. Must have superior planning and organizational skills, ability to manage complex projects and investigations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to cigarette fumes. The noise level in the work environment is usually moderate.

This establishment promotes a drug-free work environment.