

# **\*\* EXTERNAL POSITION OPENING \*\***

## **FOOD & BEVERAGE MANAGER**

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**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casinos – Thief River Falls, MN  
**OPENS: October 19, 2018**  
**CLOSES: November 2, 2018**

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### **POSITION OBJECTIVES:**

Under the general supervision of the, General Manager, F&B Manager is responsible to oversee kitchen operations for Seven Clans Casinos.

### **DUTIES AND RESPONSIBILITIES:**

- ❖ Responsible for directing the business operations of the Food and Beverage Department. Provides primary and secondary direction to members of the department in accordance with the organizational structure.
- ❖ Develops plans and determines the methods that will be used to ensure the operation achieves expected goals and objectives.
- ❖ Prepares and submits for approval to the property General Manager the annual business plan, departmental operating budget, and capital expense proposal.
- ❖ Performs all functions in accordance with applicable federal/state/local laws and gaming regulations, the mission and objectives of the Red Lake Nation, as well as established policies, procedures and controls.
- ❖ Responsible to ensure smooth operations exists in assigned area, including: staffing, inventory, profitability, quality assurance and customer service.
- ❖ Assigns employees, supervises, and participates in the serving of customers and preparation of meals, ensuring established guidelines are met.
- ❖ Inspects foods and food handling to maintain quality standards.
- ❖ Investigates and resolves food quality, employee, and service complaints.
- ❖ Maintains adequate inventory to ensure adequate quantities are maintained and spoilage minimized. Places orders for inventory items. Solicits bids and prices as needed.
- ❖ Responsible to ensure adequate preventative maintenance is maintained on equipment and repairs expedited when needed.
- ❖ Reviews financial transactions and monitors budget to ensure efficiencies are met.
- ❖ Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- ❖ Standardizes procedures to improve efficiencies; recommends updates to policies and procedures as needed.
- ❖ Completes required paperwork and recording of transactions.  
Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

### **REQUIRED QUALIFICATIONS:**

It is required the Food & Beverage Manager have at least a Bachelor's Degree from an accredited secondary institution, Five plus years of experience with documented work experience in the field. Requirements for this position are necessary for us to reach our fullest potential in providing a superior entertainment experience to our guests. Preference will be given to culinary experience.

### **SEND COMPLETE RESUME/APPLICATION/TRANSFER REQUEST TO:**

[chele.kalstabakken7clans.com](http://chele.kalstabakken7clans.com) – Human Resources Office,  
20595 Center St E. MN 56701 1-800-881-0712