



VACANCY ANNOUNCEMENT

RECRUITMENT #	10-051
POSITION:	FOOD AND BEVERAGE MANAGER
RESPONSIBLE TO:	General Manager
SALARY:	\$46,340 - \$60,463 Annually/Full benefits Wage is determined by funding, experience and training level and normally is not above mid-range of the first grade.
CLASSIFICATION:	Management, Exempt, Regular, Full-Time
SECURITY: CLEARANCE	High
BENEFITS:	Eligible employees (working 32 hours or more) receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION

- The primary purpose of the F&B Manager will be to direct and manage the Restaurant.
- The F&B Manager will be responsible for the development and implementation of department policies, procedures, rules, regulations, and requirements in order to ensure the smooth and efficient operation of the department.
- The F&B Manager is also responsible for carrying out company policies, menu planning, purchasing of food and beverage items, training new team members, supervising and motivating staff, performing cost control functions and maintaining a high level of quality and service in all aspects of the operation.

MAJOR DUTIES AND RESPONSIBILITIES

- Assists in the development of a strategic plan and objectives for restaurant operations.
- Manages the operations, revenue and assets of the restaurant.
- Establishes, implements and communicates goals, objectives, internal controls, policies and procedures in accordance with strategic plan.
- Ensures optimum service levels by coordinating the schedules of the staff to ensure a commitment to quality and service.
- Maintains a highly visible appearance in restaurant during and periodically circulating through the restaurant in order to assist servers or respond to any customer requests.
- Instructs employees in methods and procedures, rules and regulations of safety, health and sanitation.
- Solicits feedback from departing customers on products and services in order to improve the operation efficiencies, increase customer base and maximize revenues.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Hosts regular staff meetings to ensure communication among personnel regarding administrative activities.
- Achieves financial objectives by forecasting, implementing, monitoring, controlling and reporting on labor costs, food costs, beverage costs, supplies, and equipment to maximize revenue and minimize expenses.
- Works with chefs in the creation and planning of menus and daily specials to maximize sales and respond to customer demand.
- Keeps leadership and other departments informed of status of kitchen activities by attending meetings and submitting reports.
- Ensures all restaurant functions are executed according to gaming, health, sanitation regulations and established policies and procedures.
- Contributes to departmental effectiveness by: assessing the efficiency of the operation, identifying short-term and long-range issues and goals that must be addressed and providing information and commentary pertinent to deliberations; recommending options and courses of actions; and implementing directives.
- Implements and participates in staff development and training programs.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications and establishing networks.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

ADDITIONAL DUTIES

1. Adheres to Casino standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to Casino policies.
3. Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately

4. Performs other job-related duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of restaurant operations and food service principles including applicable health and sanitation standards.
- Knowledge of the proper use and maintenance of major kitchen equipment including stoves, ovens, refrigeration units, slicers, knives, and dish machines.
- Knowledge of basic accounting, math, and record keeping practices and procedures.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of budget and planning.
- Knowledge of principles and practices of public relations and customer service.
- Knowledge of computer utilization in marketing/business operations.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.

SUPERVISORY CONTROLS

Work is performed under the direct supervision of the General Manager who provides general instructions. Work is assigned in terms of functional/corporate objectives. The supervisor assists with unusual situations that do not have clear precedents or when clarification or interpretations of policies/regulations are in question.

Employee works independently toward established objectives, sometimes adapting or modifying standards to meet variations in controlling conditions; resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability, and ensures all goals and objectives are met.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- High School Diploma or equivalent. **REQUIRED**
- Non-Indians must be at least 21 years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- Four Year Degree from accredited College; or Five (5) years' experience in restaurant management with demonstrated supervisory duties. **REQUIRED.**
- Submittal of a Business Plan for the direction of the Department. **REQUIRED.**
- Certification in Hotel/Restaurant Administration. **PREFERRED**
- Current Food Handler and OLCC certification. **REQUIRED**
- Demonstrated knowledge of health and safety codes and requirements. **REQUIRED**
- Good communication and interpersonal relationship skills. **REQUIRED**

- Computer experience. **REQUIRED**
- Knowledge of Word, spreadsheets and database program skills. **PREFERRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.

APPLICATION PROCEDURES

Submit a *Kla-Mo-Ya Casino Application for Employment* with supporting documentation to:

Kla-Mo-Ya Casino
Attention: Human Resources
34333 Hwy. 97 N.
Chiloquin, OR. 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KLA-MO-YA CASINO POSITIONS.

PLEASE NOTE If requirements are not met, i.e., submission of a resume in lieu of a Kla-Mo-Ya Casino application, or not including required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with the Kla-Mo-Ya Casino Policies & Procedures, priority selection will be given to the qualified applicants who present proof of eligibility for Indian Preference.

Applications will not be returned.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

SPECIAL REQUIREMENTS

Chosen applicants will be required by the Klamath Tribes Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for a gaming license. Applicants must qualify for a gaming license, and must pay Licensing Fee to the Klamath Tribes Gaming Regulatory Commission prior to working.

Revised: 1/11/2017 EW