

**JOB POSTING**

**Job Title:** Food and Beverage Manager

**Department:** F & B

**Reports To:** General Manager

**Supervises:** All F & B Staff

**Salary:** DOE

**Opening Date:** 3/31/2021

**Closing Date:** Until Filled

**SUMMARY:**

Oversees all Food & Beverage operations; 60 seat restaurant, full service snack bar, and special event catering within the casino. Is responsible for all hiring, training and supervising all F & B staff. Manages budget, inventory, and menu development.

**REQUIREMENTS:**

7 years of culinary experience with at least 4 years in a supervisory role. Must have knowledge and familiarity of proper food handling and sanitation. Menu development experience is preferred. Must have strong organizational and communication skills. Must be capable in training and directing staff at all levels of experience effectively. Must be able to identify strategic issues, safety issues and prioritize their workload. Must be Serve Safe Certified or be able to be certified upon hire. Applicant should be sensitive to working in a diverse, constant changing environment. Drug test and background check will be conducted to obtain a gaming license.

**DUTIES:**

Responsible for hiring, terminating, training and scheduling of all department staff.

Must lead, coach and direct cooks through all daily routine duties to ensure consistency and quality of food.

Practice and Enforce Shoshone Rose Casino F & B policies and procedures.

Complete administrative tasks timely.

Enforce proper food handling and storage procedures by all personnel as approved by the WY Dept of Ag.

Responsible for overall department safety practices, cleanliness and sanitation.

Responsible for booking, catering and staffing all special events and meetings within the conference rooms.

# SHOSHONE ROSE



CASINO & HOTEL

Will cater special marketing events and functions within the casino and conference rooms.

Oversight of payroll timecards, monitoring staff levels and scheduling of staff.

May be required to submit monthly reports to the Gaming Commission or provide reports upon request with regard to staff details and positions.

Must order, track and budget for all department inventory.

Responsible for ordering costs, timely delivery and budget.

Shall monitor effectiveness of all employees and be able to address any issues while understanding varying levels of staff experience.

All other duties and responsibilities pertaining to this administrative position as directed by the General Manager.

## **ETHICAL BEHAVIOR:**

Must adhere to Shoshone Rose Casino's Code of Ethics.

## **WORK ENVIRONMENT:**

Work is generally performed in the casino setting with exposure to second hand smoke and high noise levels. Evenings, weekends, and holidays may be required.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to stand or walk for extended periods of time, may be required to stoop, kneel, crouch, or crawl. The employee may be required to lift up to 30 lbs.