



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL



POSITION: SENIOR MANAGER/FOOD & BEVERAGE

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	SRFB	18

SUMMARY: Responsible for the food and beverage needs of the facility which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

DUTIES & RESPONSIBILITIES:

1. Responsible for the proper and profitable function of all phases of the Food and Beverage operation. Working closely with the Assistant General Manager and Purchasing Department.
2. Responsible for the development of Services procedures and their update. Provides constant on the job training through individual outlets, managers or himself.
3. Promotes positive public relations and employee relations. Must maintain confidentiality.
4. Maintain and enforce health standards.
5. Anticipates volume of business by carefully keeping informed of up coming activities in the community and Holiday events.
6. Make provisions to cope with staffing adequately and economically. Encourages promising employees in order that they receive management training.
7. Knows internal controls, policies and procedures.
8. Supervises Executive Chef, Restaurant/Beverage Services Manager, and Restaurant Services Manager.
9. Knowledge of State and Federal regulations regarding Safe and Public Environment Standard.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. College degree in Hotel and Restaurant management or equivalent experience.
2. Minimum of 5 years progressive supervisory experience in Hotel and Restaurant operations.
3. Must have excellent knowledge of all food and beverage departments.
4. Must have dependable transportation and show proof of valid drivers license and liability insurance.

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

All casino employees will be subject to the Criminal and Background restrictions of the HCN.

All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

EEO: 2

EXEMPT

FLEX

KEY

Approved: IPC 07.17.95 PBOD 06.26.00 & 06.28.00/09.25.02 Admin 12.08.11

Legislature 02.16.99/05.02.99/10.22.02/12.20.11 Resolution 01.08.08A/ 04.19.11A/B/11.05.13I/03.22.16A