

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: Restaurant Manager
DEPARTMENT: Food & Beverage

STATUS: Full-time
RATE: \$ DOE

REPORTS TO: F&B Director
SUPERVISES: F&B Staff

JOB SUMMARY: Assists the F&B Director and takes responsibility for all food and beverage areas in the absence of F&B Director. Assists in hiring, scheduling, reviewing, seating, and implementing procedures and policies. Fills in for and assists all other employees when needed.

ESSENTIAL JOB FUNCTIONS:

- Assists F&B Director in running the department, including administrative and secretarial work, interviews, and maintaining products, supplies, and equipment.
- Ensures compliance with all regulations regarding health and safety for employees and customers.
- Covers shifts when needed.
- Ensures food quality and quantity in dining room.
- Performs personnel functions including interviewing, hiring, completing evaluations and disciplinary as necessary. Trains subordinates.
- Delegates work and cleaning duties.
- Makes recommendations to improve menu offerings, service, and procedures.
- Monitors food temperatures and times on precooked food.
- Schedules and assigns work shifts, review time cards prior to submission to payroll.
- Conducts training of personnel to insure a cohesive work force.
- Keep employees abreast of casino directives and policy changes as they occur.
- Performs other job related duties as assigned.
- Monitors employee hours to avoid overtime.
- Place supply orders with purchasing department.

MINIMUM QUALIFICATIONS:

- Two to five years experience in education, self-directed learning, career development, or related field.
- Experience in conduction/ facilitating adult training courses preferred
- High School diploma or GED recommended.
- Must be able to obtain or have a health certification.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical Doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations.
- Must be able to lift up 35 pounds and carry up to 35 pounds.