Job Description

Position Title: **Manager**
Department: **Food & Beverage**
Salary: **DOQ**
Posting Dates: **Until Filled**

Position Summary: Responsible for overseeing and maintaining good organization in all food & beverage outlets during the PM shifts. Works directly with the Food & Beverage Director to ensure proper training and development of all front of the house staff.

Essential Job Functions: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Ensures Food and Beverage floor operations are run in a smooth, efficient manner to ensure customer satisfaction.
- Maintains proper health, safety and sanitation procedures.
- Ensures food quality meets predetermined standards.
- Responsible for the training of front of the house employees (beverage servers, buffet, snack bar, and fine dining cashiers, and buffet and fine dining servers) and ensuring staff's compliance with all customer service standards.
- Ensures ongoing training is conducted for front of the house staff in guest relations and serving etiquette.
- Ensures that the correct company uniforms and appearance codes are upheld at all times.
- Directs and enforces policy and procedures in a detailed manner to supervisors and departmental staff
- Other duties as may be assigned.

Supervisory Responsibilities:
- In the absence of the Food & Beverage Director takes full responsibility for all Supervisors and employees and their level of performance during any shift.

Job Requirements:
Education, Experience, and Certifications:
- High School Diploma or G.E.D required
- Prior kitchen experience.

Knowledge and Skills:
- Strong communication, management, analytical, and writing skills.
- Must possess a high level of maturity with leadership qualities and management capabilities.
- Must be flexible and have well-developed interpersonal skills.

EMPLOYMENT STATUS:
This is full-time, non-exempt hourly position with full benefits. Native American preference applies.