



JOB DESCRIPTION

Food and Beverage Manager

Department:		Reporting Department:	Food & Beverage
Home Department:	300150	Reports to:	Executive Vice President/General Manager
Job Code:	3120		
Pay Grade:	E-8		
EEO-1 Code:		Date:	April 1, 2008

SUMMARY

Responsible for the successful overall direction, administration and coordination of all activities of the Food and Beverage and EVS Departments at Cimarron Casino and all established policies, procedures and controls. The Food and Beverage Manager ensures that a maximum level of guest service and satisfaction is achieved and maintained by the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ensures performance standards and policies and procedures as they relate to the Food and Beverage and EVS Departments are achieved.
- Staffs, trains, evaluates and coordinates all EVS and front of house Food and Beverage Employees.
- Responsible for hiring, disciplinary action, performance reviews and terminations in the Food and Beverage and EVS departments.
- Ensures all specifications in recipe standards are achieved and maintained.
- Maintains excellent kitchen and bar hygiene conditions at all times.
- Ensures dining room/front-of-house, beverage and EVS departments operate in a customer-friendly, efficient manner.
- Implements and manages an effective Food and Beverage and EVS plan for the property, working with the General Manager to determine current and future objectives.
- Coordinates the development of Food and Beverage and EVS operating budgets with the General Manager and ensures that operations are maintained within budgetary constraints.
- Reviews analyses of activities, costs, operations and forecast data, to determine departmental progress toward stated goals and objectives.
- Administers all programs, policies and procedures for the Food and Beverage and EVS Department.
- Ensures compliance with all appropriate Tribal, federal, state and local laws and regulations, as applicable.
- Ensures the fair and equitable treatment of all Food and Beverage and EVS employees.
- Creates an atmosphere of FUN for all Casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.
- Instills an atmosphere that encourages employees to share ideas, discuss concerns and resolve conflicts.
- Retains employees through involvement in employee training & development.
- Explains WHY we do things, in advance of doing them.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Supervises, directly and/or indirectly the activities of all employees in the Food and Beverage and EVS Departments.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school education or GED required. Bachelor's degree from a four-year college or university preferred. Four to six years of Food and Beverage Management experience preferred.

SPECIAL QUALIFICATIONS:

Food and Beverage Management experience with a culinary foundation preferred. Progressive supervisory/managerial responsibilities preferred. Excellent communication, organizational and analytical skills required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts, such as probability and statistical inference.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May occasionally be required to lift up to 25 pounds.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the Casino floor, the noise level increases to loud.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check in order to obtain a gaming license.