



## Food & Beverage Manager

**Rate of Pay: Depending upon experience**

**Location: Seven Clans Casino-Red Lake**

**Opens: May 25, 2022**

**Closes: Jun 8, 2022**

Under the general supervision of the General Manager, the F&B Manager is responsible to oversee kitchen operations for Seven Clans Casinos.

### DUTIES AND RESPONSIBILITIES:

- Responsible for directing the business operations of the Food and Beverage Department. Provides primary and secondary direction to members of the department in accordance with the organizational structure.
- Develops plans and determines the methods that will be used to ensure the operation achieves expected goals and objectives.
- Prepares and submits for approval to the property General Manager the annual business plan, departmental operating budget, and capital expense proposal.
- Performs all functions in accordance with applicable federal/state/local laws and gaming regulations, the mission and objectives of the Red Lake Nation, as well as established policies, procedures and controls.
- Responsible for ensuring smooth operations exist in the assigned area, including staffing, inventory, profitability, quality assurance and customer service.
- Assigns employees, supervises, and participates in the serving of customers and preparation of meals, ensuring established guidelines are met.
- Inspects foods and food handling to maintain quality standards.
- Investigate and resolve food quality, employee, and service complaints.
- Maintains adequate inventory to ensure adequate quantities are maintained and spoilage minimized. Place orders for inventory items. Solicits bids and prices as needed.
- Responsible for ensuring adequate preventative maintenance is maintained on equipment and repairs expedited when needed.
- Reviews financial transactions and monitors budget to ensure efficiencies are met.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Standardized procedures to improve efficiencies; recommends updates to policies and procedures as needed.
- Completes required paperwork and recording of transactions.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

**Required Qualifications:** It is required the Food and Beverage Manager have at least a Bachelor's Degree from an accredited secondary institution with documented work experience in the field. Requirements for this position are necessary for us to reach our fullest potential in providing a superior entertainment experience to our guests. Preference will be given to culinary experience.

Send Completed Resume: [Amber.bohn@7clans.com](mailto:Amber.bohn@7clans.com)- Human Resources Office, 10200 HWY 89, Red Lake MN 56671. 1-888-679-2501 Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)