

**** EXTERNAL POSITION OPENING ****

KITCHEN MANAGER



RATE OF PAY: Depending on Experience

Location: Seven Clans Casino Warroad MN

OPENS: 02/20/2023

CLOSES: Until Filled

SCOPE OF POSITION

Under the general supervision of the Food and Beverage Manager, is responsible to oversee kitchen operations and food quality standards for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- ❖ Responsible to ensure smooth operations exists in 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.
- ❖ Investigates and resolves food quality, employee, and service complaints.
- ❖ Maintains adequate inventory to ensure adequate quantities are maintained and spoilage minimized. Places orders for inventory items. Solicits bids and prices as needed.
- ❖ Responsible to ensure 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.
- ❖ Standardizes 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 Kitchen 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 and dining experience to our guests.

SEND COMPLETE RESUME/APPLICATION REQUEST TO:

Seven Clans Casinos – Human Resources Office, Warroad MN or apply online @
www.sevenclanscasino.com or call (218) 386-3381 ext. 36040