

# **\*\* 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](http://www.sevenclanscasino.com) or call (218) 386-3381 ext. 36040