

# **\*\* EXTERNAL POSITION OPENING \*\***

## **KITCHEN SUPERVISOR/LEAD**



**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 F&B Manager, is responsible to oversee assigned shift for Seven Clans Casinos.

### **DUTIES AND RESPONSIBILITIES**

- ❖ Responsible to ensure smooth operations exists in assigned area, including: staffing, inventory, quality assurance and customer service.
- ❖ Responsible to ensure approved policies and procedures are adhered to and maintained.
- ❖ Investigates and resolves food quality, employee, and service complaints.
- ❖ Inspects foods and food handling to maintain quality standards.
- ❖ Analyzes and recognizes deficiencies or problems areas and provides solutions to achieve desired results.
- ❖ Maintains adequate inventory to ensure adequate quantities are maintained and spoilage minimized.
- ❖ 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.
- ❖ Operates a variety of office equipment including: personal computer, typewrite, calculator, copy and fax machine. Ability to function and learn the micros system.

### **REQUIRED QUALIFICATIONS**

It is required the F&B Supervisor have Computer skills, Safe Serve Certification, High School Diploma or GED with Supervisory skills and related experience preferred.

### **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