

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: Food & Beverage Director
DEPARTMENT: Food & Beverage
STATUS: Full-time
SALARY: \$ D.O.E

REPORTS TO: General Manager
SUPERVISES: F&B Areas/Personnel

JOB SUMMARY: The Food and Beverage Director has complete managerial, financial, and supervisory responsibility for all staff and equipment within the Cedar Ridge Restaurant, the Grille, the Apache Spirits Sports Bar, all kitchen and production facilities, and banquets. The Food and Beverage Director will also manage inventory and create and implement operational procedures to maximize efficiency and provide an exceptional food and beverage experience to all our guests.

ESSENTIAL JOB FUNCTIONS:

- Provides input to casino management regarding overall policy and procedure related to the food & beverage operations.
- Hires, trains, supervises, and evaluates all food service, kitchen, and bar personnel.
- Ensures quality of products purchased, produced, and served to guests.
- Ensures compliance with all regulations regarding health and safety issues for both guests and team members.
- Must participate with Marketing Director, Bar Supervisor, and Events Coordinator scheduling special events.
- Implements and maintains operation controls and labor productivity management systems.
- Devotes strict attention to food, beverage and labor cost.
- Develops operating plan forecasting for all areas of the Food and Beverage Department.
- Implements and maintains all internal controls and standard operating procedures.
- Promotes excellent guest and team member relations. Fosters a positive work environment.
- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- Two to five years' experience in food service management with mastery in communication and leadership skills.
- Working knowledge of various computer software systems (MS Office, POS, etc.).
- Familiar with local and/or national academic/business networking

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Responds to visual and auditory cues.
- Reads, writes, speaks and understands English.
- Operates in mentally and physically stressful situations.
- Must be able to lift up 50 pounds and carry up to 20 pounds.
- Must have manual dexterity and coordination to operate equipment, including a 10-key adding machine, PC computers, fax machine and photo copier.