



ELEVEN AUTONOMOUS BANDS

Job Description

Position: Food and Beverage Manager and/or Bar Manager
FLSA: Exempt
Reports To: General Manager/ Tribal Council

Summary of DUTIES:

The Food and Beverage Manager is responsible for leading the food and beverage service staff in the River Rock Bar and Grill.

- Plans, coordinates, and oversees special events
- Ensure efficient restaurant operation, as well as maintain high production, productivity, quality, and customer service standards
- Interviewing, hiring, training, scheduling and managing employees, as well as overseeing inventory: food and beverages, supplies and other restaurant equipment
- Making sure everyone is trained on proper food preparation, proper and legal alcoholic beverage service, kitchen safety techniques and understanding health standards
- Creates, maintains and distributes weekly schedules for staff and communicates changes
- Communicates with service and kitchen staff regarding reservations and/or special events
- Completes and administers employee performance appraisals
- Conducts monthly food and beverage inventories
- Communicates and teams well with other departments ensuring appropriate staff levels for all events and ensuring assigned responsibilities are carried out
- Primary duty is management and leadership, however will be required to fill in as a Server, Host, Wait Assistant, Bartender, etc. to relieve/back up staff during peak periods or when short staffed
- Attends Management Meetings

ASTARAWI

ATWAMSINI

MADESI

ATSUGEWI

APORIGE

AJUMAWI

HEWISEDAWI

ILMMAWI

ITSATAWI

KOSEALEKTE

HANMAWI

Qualifications:

- Highly effective communicator, motivator with excellent customer service skills
- Proficient in computer software including Microsoft Word and Excel
- Time Management, organization and prioritization skills
- Ability to make decisions in a fast paced environment
- Ability to effectively communicate verbally and non verbally with others
- Ability to work with all personality types even in adverse situations
- Ability to prioritize, anticipate situations, and take quick action
- Excellent problem solving/decision making skills
- Ability to work independently and proactively in a fast paced environment
- Must have valid Drivers License
- Must have a high school diploma or equivalent
- Must have two (2) years of supervisory experience in food and beverage or bar facility

Mental & Physical Requirements:

- Ability to lift at least 25-100 pounds
- While performing the duties of the job, the employee may be required to walk or stand for long periods of time
- Must be able to bend, climb, balance, reach, stoop, kneel, crouch or crawl without hindrance
- Maintains a professional appearance appropriate to position and as per Pit River Casino policy
- Ability to climb on step stool or ladder in order to complete elements of the job or facilitate maintenance issues
- Fine motor skills

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.