



Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises

Position Description



Title: Restaurant Supervisor	Department: (40) Restaurant
Class: Management	FLSA: Non-Exempt
Status: Full Time	Pay Rate:
Supervisor: Food & Beverage Manager	Subordinates: Restaurant Employees
Effective Date:	

Position Summary:

Assist Food & Beverage Manager in all aspects of operating the Restaurant.

Essential Duties and Responsibilities:

- Understand completely all policies, procedures, standards, specifications, guidelines and training programs.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.
- Interview and recommend candidates for Server and Busperson positions.
- Fill in where needed to ensure guest service standards and efficient operations.
- Continually strive to develop your staff in all areas professional development.
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
- Oversee and ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.
- Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
- Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
- Fully understand and comply with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the restaurant, employees and guests.
- Provide advice and suggestions to Director of Hospitality as needed.
- Temporary or permanent duties and responsibilities may be added to or modified as deemed necessary.

Minimum Qualifications:

- Be 21 years of age.

- Be able to communicate and understand the predominant language(s) of the restaurant's trading area.
- Have knowledge of service and food and beverage, generally involving at least three years of front-of-the-house operations and/or assistant management positions.
- Possess excellent basic math skills and have the ability to operate a cash register or POS system.
- Knowledge in basic computer skills.
- Basic knowledge of the area and Tolowa Dee-ni' Nation preferred.
- Qualified Indian Preference Applies.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

- Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.
- Food Handler's Certification
- Responsible Beverage Service (RBS) Certification

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands and fingers to, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 60 pounds. Be able to work in a standing position for long periods of time.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

- Ability to Adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

While performing the duties of this job, the employee is regularly exposed to risk of electric shock. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. There is also contact with cleaning fluids and lubricants.

Employee's Signature:

Date:

Supervisor's Signature:

Date: