



ELEVEN AUTONOMOUS BANDS

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California. The Tribal community consists of a Tribal Government, Casino, KWAHN Economic Development Corp., Housing and Pit River Health Center headquartered in Burney. The Pit River Casino is celebrating it's 23rd year and plans to expand operations in 2020 by constructing a hotel and double the size of the Casino. We are seeking experienced, energetic and committed employees willing to grow with us.

JOB POSTING

Food and Beverage Manager

Position Job Description:	Food and Beverage Manager (front and back of house)
Reports To:	General Manager
Status:	Fulltime, Exempt
Annual Salary Range:	\$48,080 - \$58,850 DOE-Depends Upon Experience
Benefits:	HealthCare package (medical-dental- Eye-life after successful completion of 90-day probation

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, a popular restaurant and bar in Burney, California.

- ❖ **Management** Ensures efficient restaurant operation, as well as maintain high production, productivity, quality, and customer service standards, manages the daily activities of the organization's food and beverage function. Completes and administers employee performance appraisals
- ❖ **Staff Selection** Interviewing, hiring, training, scheduling and managing employees, as well as overseeing inventory: food and beverages, supplies and another restaurant equipment

- ❖ **Training and Development** Manages subordinate staff in the day-to-day performance of their jobs Ensure all staff is trained on proper food preparation, proper and legal alcoholic beverage service, kitchen safety techniques and understanding health standards
- ❖ **Scheduling** Creates, maintains and distributes weekly schedules for staff and communicates changes
- ❖ **Communication** Communicates with service and kitchen staff regarding reservations and/or special events, communicates and works well with other departments ensuring appropriate staff levels for all events and ensuring assigned responsibilities are carried out
- ❖ **Event Coordinator** Plans, coordinates, and oversees special events,
- ❖ **Operations** Oversees food and beverage inventory and budget control. Assists with menu planning, preparation and presentation of food and drinks, and monitoring adherence to quality and safety standards. Conducts monthly food and beverage inventories
- ❖ **Leadership** Primary duty is management and leadership, however may 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 to lead forward exceptional customer service
- ❖ **Collaboration** True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets Attends Management Meetings, reports to General Manager

Qualifications

- Requires 3- 5 years' experience as a Food and Beverage Manager
- 2 - 5 years supervisory of Restaurant and bar staff
- Must have a high school diploma or equivalent, prefer Community college or Certification from a culinary school.
- Extensive knowledge of the functions of Restaurant management and department processes.
- Highly effective communicator, motivator with excellent customer service skills

Skills and Capabilities

- Proficient in computer software including Microsoft Office (Word, Excel et al)
- Time Management, organization and prioritization skills
- Ability to make decisions in a fast-paced environment
- Ability to effectively communicate verbally with others
- Ability to work with all personality types, cultures and genders
- Ability to prioritize, anticipate situations, and take quick proactive measures
- Excellent problem solving/decision making skills
- Ability to work independently and collaboratively in a fast-paced environment
- Must have valid Driver's License

Mental & Physical Requirements:

- Ability to lift at 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

Download Casino application on the Pit River Employment page

<http://pitrivertribe.org/tribal-employment/>

Or refer to cage department at the Pit River Casino, and turn in the applications to the cage.

Please complete the Casino application thoroughly and include resume and cover letter articulating why you would like to lead the Pit River Casino Food and Beverage department.

Contact: Pit River Casino HR

Jamie Wolfin, Administrative Clerk

Pit River Casino

20265 Tamarack Avenue

Burney CA, 96013

(530)335-2334 ext. 233

Or

Pit River Tribe Human Resources Department

Elizabeth Asahi Sato, HR Director Government*Casino*KWAHN

36970 Park Avenue

Burney, California 96013

(530)335-5421 ext.1208

(530)335-3140 Fax

HR@pitrivertribe.org

<http://pitrivertribe.org/>

POSTED DATE: 5/14/2019

ENDING DATE: Open until filled