



Menominee Casino Resort

2nd Posting

Position Sous Chef OPEN UNTIL FILLED

Job Status Full-Time

Minimum Age 21

Wage NEGOTIABLE

Date Posted Friday, May 24, 2019 8:00:00 AM

Date Closed Wednesday, July 31, 2019 11:59:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for the quality assurance of all finished products of food production, cost of food, ordering of food to par, and sanitation in compliance with health department throughout the Forest Island Restaurant, kitchen and Autumn Leaf Cafe. Shall take command in the absence of the Food & Beverage Manager and assist the Inventory Control Steward and Kitchen Supervisor in overseeing all operations as they pertain to the FIR Kitchen and ALC with special emphasis of food quality and consistency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will train and develop, counsel and conduct performance evaluations for all personnel. Will initiate disciplinary actions up to and including termination for all kitchen employees and consistently document employee discipline concerns while keeping the Food & Beverage Manager informed.
- Shall train and ensure that all employees are prompt, courteous and professional with guests at all times.
- Prepare weekly kitchen schedules and submit labor projections to the F&B Manager. They will also cover all shifts as necessary to the business.
- Establish and provide an on-going training program covering all aspects of the FIR kitchen/ALC.
- Maintain sanitation standards as outlined by the Department of Health. (i.e. HACCP, SERVE SAFE, etc.)
- Control and monitor all labor costs on each shift. Responsible for checking the methods of food production, sizes, portioning, and garnishing of food.
- Shall assist the Food & Beverage Manager with menu planning and cost analysis.
- Will maintain a recipe book of all production items and monitor its' proper use.
- Maintain quality standards in all food production areas.
- Perform daily inspections of staff to maintain uniform and hygiene standards.
- Schedule and prepare for pre-shift and monthly meetings to maintain effective employee and department communications.
- Establish a daily shift report and email daily.
- Coordinate and work with other staff on special events as they pertain to the FIR kitchen, FIR, ALC, SIL and/or Convention Center.
- Keep attendance and disciplinary records up to date.
- Conducts month end inventories, reviews tally sheets, and works with Kitchen Supervisor, Inventory Control Steward and F&B Manager to ensure that they've been entered correctly.
- Assists Inventory Control Steward, Kitchen Supervisor, Administrative Assistant and F&B Manager in tracking invoices and transfers.
- Responsible for the daily inspection of all food and beverage products to insure that they meet company specifications and convey any issues to the Inventory Control Steward, Kitchen Supervisor and Food & Beverage Supervisor.
- Works with the receiving department and Inventory Control Steward during delivery to verify quantities and quality of food and beverage items invoiced.
- Assists Inventory Control Steward and Kitchen Supervisor with putting away stock coming in from vendors.
- Assists Inventory Control Steward and Kitchen Supervisor with rotating and dating all new stock.
- Assists Inventory Control Steward and Kitchen Supervisor with keeping all storage areas organized and clean.
- Required as needed to enter all received food and beverage invoices into the system daily to maintain accurate inventory controls.
- Conducts product research for new items and conveys information to Inventory Control Steward, Kitchen Supervisor and F&B



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Manager.

- Conducts price comparisons with purveyors for product.
- Responsible for maintaining a consistent, regular attendance record.
- Assists Inventory Control Steward and Kitchen Supervisor by maintaining the inventory control system, entering all orders, updating all processes and inventory items
- Shall maintain a check book system to control all expenses on a monthly basis. Works with the Inventory Control Steward, Kitchen Supervisor, Administrative Assistant and Food & Beverage Manager in controlling monthly expenses.
- Shall be proficient in knowledge and use of department POS system.
- Shall work with our Chemical Company to make sure our dish machine and chemical distribution systems are in good working order, and we stay within cost guidelines.
- Shall perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

SOUS CHEF RESPONSIBILITIES:

Responsible for the daily shift operation of the ALC and FIR Kitchen operations.

Directly supervises all ALC and FIR kitchen employees on assigned shift.

Responsibilities include interviewing, hiring, and monitoring training of all ALC and FIR Kitchen employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Make sure the ALC and FIR Kitchen and all employees are following SERVE SAFE standards.

Responsibilities include under the direction of the Food & Beverage Manager do interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must deal with various situations in a positive manner, and shall possess the ability to react quickly to stressful situations without losing composure and work well in stressful, high pressure situations including the ability to handle guest complaints and disputes and resolve them with satisfactory results. The candidate shall be trustworthy and of good moral character. They must have experience in full service Kitchen operations. Must be at least 21 years of age or older. Must be able to work unusual hours, days, nights, weekends and holidays. Must be able to withstand a background check. Preference given to qualified Menominee or other Native American Applicants. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or GED required. Associate Degree in Culinary Arts or related field experience preferred. A minimum of three years of previous experience as a Kitchen supervisor, or Sous Chef in a restaurant, casino, or hotel. Six years previous experience as a chef in a high volume full-service restaurant, casino hotel, with progressive supervisory experience preferred.

SPECIAL QUALIFICATIONS

Strong interpersonal and communication skills required. SERVE SAFE certified with 120 days of hire, Certified Wisconsin Restaurant Managers certificate within 120 days after hire.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.



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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Employee frequently is required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently required to lift up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.